



# U101: A Short Course in Managing Your Career

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# Start Now!

- The courses you take
- Practica and internships
- Graduate assistantships
- Extra-curricular activities
- Local library events



# Start Networking

- Email to authors of interesting papers - ask a question
- Find a mentor - maybe two
- Find interesting people on blogs and listservs
- Join communities - local, national, international, virtual



# Know Your Limitations

- Do you have a geographic limitation?
  - How big is it? How small?
  - The bigger the better!
- Do you have function or type-of-library limitations?
  - Why?



Be willing to  
extend your  
limitations by  
20-25%!



# Know What You Want

- Traditional - non-traditional?
- Lots of technology?
- Stepping stone? To what?
- Fast track to management?
- Public - academic - corporate?



Your first job is likely to set the course for the rest of your career!



# Starting the Search

- Keep your ear to the ground
  - What libraries are expanding?
  - New branches
  - New schools
- Use the network you developed
- Follow the joblines, web-based job sites, etc.



# Continuing the Search

- Critical analysis of each opening
  - Is this what I want?
  - What could be a second step from this?
  - Is this a library where I can thrive?
    - What will this add to my resumé?



# Market Yourself

- Qualifications: required/desired
- Tailor your "promotional package" (your resume, your cover letter)
- Do the research
  - Visit the library
  - Walk the website
  - Read any reports
  - Do a Google search: library; staff
- Use your network



# Your Resumé

- Several versions
- Well organized, attractive, not cute!
- Include ALL relevant experience (paid, volunteer, practica, internships, etc.)
- Summarize what isn't relevant
- Highlight things that match requirements



# Your Resumé

- Include supervisory experience - even partial supervisory experience
- Publications or presentations (LSO symposia presentations)
- Professional activities
- Pay attention to the "soft" stuff



# Writing a Cover Letter

- Second piece of the marketing package - three dimensional
- Formal business letter
  - Use a book
  - Follow instructions
- Beginning - middle - end



# Writing a Cover Letter

- Demonstrate your writing skills
- Customize it for the position
- Get their attention - go beyond the position posting (connect to them)
- Spotlight the things you have that they've asked for



# References

- Not your next-door neighbor
- Faculty member
- Practicum supervisor
- Supervisor
- Anyone who knows you and them



# Preparing for Interviews

- Read everything they send you
- Read up on current trends in functional area
- Find out everything you can about them
- Ask friends and colleagues for possible questions



# Preparing for Interviews

- Presentation?
  - Keep to the topic assigned
  - Keep to the time limit
  - Use technology
  - Have a back-up!
- What points do you want to make?
- What questions do you have?
- What will you need to know to make a decision if the job is offered?



# Getting through the Interview

- Get a good night's sleep
- Be prompt
- Be formal but friendly
- Cede control!
- Answer questions fully...check to make sure you have
- Duplicate questions? Connect the dots!



# Getting through the Interview

- Cite from documentation
- You're on stage the whole time
- A word about meals...
- Find space to ask your questions...listen and learn
- Say thanks!  
....several times and to everybody!



# Negotiating

- Leigh Estabrook:
  - Libraries pay market value
  - Be careful what you say (you can't retract it)
  - Don't discuss salary until an offer is made
  - Never complete negotiations in less than 2-3 days
  - Negotiate a whole compensation package
  - If you get it all you didn't ask for enough! (5-10%)



# Negotiating

- Look out for you...don't feel guilty
- Ask for what you really want
- Be serious and interested
- Wait for them to start on salary
- Take your time
- Be reasonable...be vague
- Understand the benefits
- Get it in writing
- Negotiate a reasonable starting date



# Getting ahead

- Let yourself be the new kid for a bit
- Keep the networks open and growing
- Volunteer for everything (within reason)...be a good citizen...never say "no"
- Look for opportunities to be noticed - positively!
- Look for training and development opportunities
- Be thinking about the next move



Questions?



