The Art and Science of Securing a Job in an ARL Library

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Brian W. Keith
Associate Dean for Administrative Services and Faculty Affairs
George A. Smathers Libraries
University of Florida
These slides are available at

http://ufdc.ufl.edu/AA00038336/00001
UF Libraries employment page:

http://www.uflib.ufl.edu/pers/careers.htm
What will we cover?

1. Academic Libraries
2. Overall Advice
3. Where to Find Job Postings
4. Search Committees and Hiring Authorities
5. Recruitment Process
6. The Job Posting
7. Your Application
8. Preparation for the Interview
9. The Interview
10. Post-Interview
11. References
12. Negotiations
Disclaimers

Too much to thoroughly cover everything in the time permitted

-But, links to additional sources are provided throughout
Disclaimers

My examples will be largely drawn from a large academic library at a large public university

-But, my belief is the examples and advice will translate to other types of institutions
Disclaimers

There are no “tricks”

-But, knowledge, preparation and technique will improve your odds
Academic and Research Libraries
What endears me to my position?

“I have the privilege of working with remarkable and devoted technical, functional and subject experts from throughout the Libraries.”
What endears me to my position?

“I sincerely believe in accessible, high quality higher education as a necessary driver of a progressive, egalitarian and prosperous democracy. Based on my own experience, I know libraries serve to position students, especially less advantaged students, to succeed in establishing the academic foundation for a good life (as they define it for themselves). To support the work of the university as an engine of progress for our state and beyond, the Libraries are expanding our contributions to the work of faculty in fascinating, non-traditional areas such as data management and curation, and clinical support.”
Functional Areas for 708 Professional (Non-Managerial) Positions in Academic and Research Libraries

- Subject Specialist -- 23.4%
- Reference/Research -- 20.2%
- Instruction -- 15.3%
- Liaison -- 13.6%
- Cataloging/Bibliographic Control/Metadata -- 10.6%
- Collection Development/Management -- 10.6%
- Digital Services -- 10.5%
- Archiving/Curatorial/Rare Books -- 9.0%
- Information Technology/Systems -- 5.2%
- Outreach Services -- 5.1%
- Access Services -- 4.2%
- Electronic Resources -- 4.2%
- Acquisitions -- 3.2%
- Preservation/Conservation -- 2.7%
- Circulation -- 2.4%
- Data Curation -- 2.4%
- Scholarly Communication/Copyright -- 2.4%
- Development/Fundraising -- 2.3%
- Assessment -- 2.1%
- Distance Learning -- 2.1%
- Exhibits -- 2.1%
- Document Delivery -- 2.0%
- InterLibrary Loan -- 2.0%
- Communications/Public Information -- 1.6%
- Human Resources/Organizational Development -- 1.4%
- Government Documents -- 1.3%
- Shared Collections -- 1.3%
- Finance/Budget/Accounting -- 1.1%
- Integrated Library System -- 1.1%
- Media/Multi-Media Specialist -- 1.0%
- GIS Systems/Data -- 0.8%
- Press/Publishing -- 0.8%
- Facilities/Security -- 0.7%
- Grants Management -- 0.6%
- Off-Site Storage -- 0.6%
- Staff Development/Training -- 0.6%

Data Source: ARL Position Description Bank, April 1, 2015
What is a Librarian appointment like?

Ranks:

Assistant, Associate, University Librarian

Librarian I through VII

Assistant, Associate, University Professor
What is a Librarian appointment like?

• Professional Responsibility and Working Relationships

• Professional Development and Scholarship

• Service to the Library, the University, the State, and the Profession
Overall Advice

This market means more deliberate recruiting

- Libraries have shrunk
- Budgets are suspect
- Potential positions are in competition
- Distinguishing between minimally, well, very well, ideally and overly qualified
Overall Advice

The fewer the better

The better the better
Overall Advice

Determine your salary requirements, and apply accordingly

• Trailing partner considerations?
• Refer to the ARL Salary Survey or others
Overall Advice

– Develop your message
  • How your qualifications (uniquely) match the job
  • Why the job makes sense for you

– Do not rely on the search committee to determine the above on their own
Overall Advice

– Deliver your message
  • Application materials, interview, reference selection, etc.
Overall Advice

–Take advantage of the unique opportunity afforded by your cover letter
Overall Advice

–Be able to effectively answer, “Why do you want this job?”

And they shouldn’t have to ask!
Overall Advice

– Seek out opportunities now that reflect...

• Engagement
  • Enthusiasm
  • Leadership

…in the field of Librarianship

(NOW!)
Reference

In the Library with the Lead Pipe
What Not to Do When Applying for Library Jobs (Group post)

Quintessential Careers
Career Resources Toolkit for Job-Seekers
http://www.quintcareers.com/career_resources.html
Reference

ALA JobLIST
Career Development Resources
http://joblist.ala.org/modules/jobseeker/controller.cfm

San José State University
School of Library & Information Science
http://slisweb.sjsu.edu/resources/career_development/
Reference

A Librarian’s Guide to an Uncertain Job Market by Jeannette Woodward (ALA Editions)

ALA Placement Center Conference Services
http://www.ala.org/ala/aboutala/offices/hrdr/placementservice
Reference

“Job Hunting: What Search Committees Want You to Know”

Candice Benjes-Small, Eric Ackermann, and Gene Hyde

Virtual presentation at ACRL 2011 is available at:

Conference paper available at:
Posting Sites

- Regional/Consortia
- Professional Associations
- Specific Employer’s Website
- Electronic Mailing Lists

Where else?
Posting Sites

ARL Joblist
http://www.arl.org/resources/careers/positions/index.shtml

ALA Joblist
http://joblist.ala.org/

The Chronicle
http://chronicle.com/jobCategory/Library-information-sciences/58/

LibGig
http://libgig.com

LISJobs.com
http://www.lisjobs.com/
Posting Sites

Lists of posting sites available at:

http://slisweb.sjsu.edu/resources/career_development/jobsearch_resources.htm

http://www.libraryjobpostings.org/
Posting Sites

Tools for managing your search:

Aggregators
  for example: www.indeed.com

RSS Feeds
  for example: www.LibWorm.com
What you need to know about search committees

– Selection is weeding out

– Assessing qualifications takes 2 forms

1. Measurement
   – Years of experience
   – Educational credentials

2. Judgment or inference
   – Good colleague?
   – Inventive?
What you need to know about search committees

They have limited means to learn about you and use those to learn different things

• Documents
  – CV or Resume
  – Cover Letter
• References
• Interview Sessions
• Presentation (Do not underestimate the importance of this!)
• Your interactions with staff
What you need to know about search committees

Members:

- They are conscientious
- They are likely to be intelligent
- They likely have a stake in the position and, therefore, the search
- They may not be skilled recruiters…
The Recruitment Process

- Advertise
- Application Period
- Assess Applications
  - Telephone Interview(s)
  - Assess Applications
- Reference Checks
- Assess Applicants
  - On Site Interview(s)
  - Assess Applicants
- Job Offer(s)
The Recruitment Process

The typical is 3 – 6 months from application to offer with periods of little or no activity apparent to applicants.
The Job Posting

–Read it and assume it was written deliberately by intelligent people with a real stake in finding the right person for this position

–Assess

1. Deadline
2. Salary and location
3. Qualifications
   Required v. Preferred
4. Responsibilities
5. Interesting?
The Job Posting

–Submit all of the required information in the requested format
The Job Posting

Please:

– Cite works used in developing any essays or opinion pieces
– Observe word limits and other instructions
The Job Posting

Sample Position Vacancy Announcement
The Job Posting

short ad

v.

full ad

Make sure you have the full advertisement
Your Applicant Submission

• These documents are your representative to the screening committee

• Tailor these documents to information in the posting
  – Explicitly state how you’re qualified for THIS job
Your Applicant Submission

How is your submission used and how are you assessed by the Search Committee or Hiring Authority?

Sample Criteria Chart
Your Applicant Submission

• Grammar, punctuation and decorum in all documents and communication are critical (Short documents but very time consuming)

• Aim for succinct

• Enthusiasm preferred
Your Applicant Submission

–Cover Letter

• Use correct address information

• Refer to the correct position, including requisition number, in the subject line
Your Applicant Submission

–Cover Letter
  • This is the ‘mortar’ for your packet
  • Use the opportunity to deliver your message
  • This is your narrative
  • Can be up to 1 or 1.5 pages
Your Applicant Submission

–Narrative

• Explain your interest – why this position is a good move for you

• Clearly connect your qualifications to the unique job
  • why you are a good bet for them and will contribute
  • shows thoughtfulness and understanding
Your Applicant Submission

– Narrative

• Explain your career or personal path
Your Applicant Submission

– Narrative

• Address
  – Significant changes in job types or institution types
  – Breaks in employment
  – Frequent or numerous job changes
Your Applicant Submission

–Narrative

• How have your experiences improved your suitability for this position?
• How have you stayed current?
• How have you credentialed yourself?
Your Applicant Submission

–Narrative

Relevant experience might come from...
» A different Industry
» A different Professional Level
» While in School
» Through your Professional Service
Your Applicant Submission

Cover Letter Links

Making Your Cover Letter Work For You
http://liscareer.com/allenmurray_coverletters.htm

Cover Letters, Resumes, and Interviews, Oh My!

Avoid These 7 Killer Cover Letter Mistakes
Your Applicant Submission

Cover Letter Links

Open Cover Letters
anonymous cover letters from hired librarians & archivists

http://opencoverletters.com/
Your Applicant Submission

Cover Letter Links

The Interview Trump Card: The Cover Letter to be presented for the ALA JobLIST Placement Center at the 2014 ALA Midwinter Meeting

http://ufdc.ufl.edu/l/IR00003638/00001
CV and Resume

• Provide links to publications, web content, etc.

• Do not include personal information or photographs

• *Use an appropriate font and color*
CV and Resume Links

5 Resume Mistakes You’re Making and How to Avoid Them
http://www.careerrocketeer.com/category/resumes

Crafting a Winning Resume
http://liscareer.com/allen_resumes.htm

How to Write a Resume

Writing the Curriculum Vitae
http://owl.english.purdue.edu/owl/resource/641/1/

Sample CV’s
http://jobsearch.about.com/od/cvsamples/Sample_Curriculum_Vitae.htm
Communication

• Email
  – Send messages from a suitable address
  – Treat this as professional correspondence

• Voicemail Message
  – Is it suitable for potential employers?
Communication

• Telephone Interviews
  – Have a beverage
  – Do not multitask – no typing clicks
  – Prepare, plan and take advantage of this medium
Online Presence and Branding

Use this to distinguish yourself…

- Social networking
  - Do you control access?

- Google and Google Alerts
  (http://www.google.com/alerts)

- Slideshare

- Scribd

- List serves
Online Presence and Branding

See:

Social networking with a brain: a critical review of academic sites, Kim Leeder

You: The Online Version, Michael Porter
http://www.libraryman.com/blog/2009/10/02/you-the-online-version/
Preparation for Interview

• Practice
  – Role play with someone
  – Practice effectively touting your strengths
  – Get over being embarrassed
  – Practice discussing (and addressing) your weaknesses
Preparation for Interview

• Practice

  – Prepare for common interview questions (the internet abounds with lists)
  – Assess and work on your interview weaknesses
  – Learn as you go on interviews through self-assessment
Preparation for Interview

Prepare for the things interviewers want to know

1. Do you have the necessary skills, knowledge and abilities?
2. Do you have the untrainable attributes?
   - Attitude
   - Aptitude
   - Motivation
3. Will you fit in? (Personality)
Preparation for Interview

Prepare for the things interviewers want to know

4. Do you want the job and will you stay?
Preparation for Interview

For recent MLS graduates, in particular:

What do you need to convey?
Preparation for Interview

For recent MLS graduates, in particular:

- Convey your maturity
- Show your flexibility
Preparation for Interview

If you have another degree type, in particular:

What do you need to convey?
Preparation for Interview

If you have another degree type, in particular:

• Convey you get libraries
Preparation for Interview

For changes in library types, in particular:

• Convey you get their type
Preparation for Interview

Learn about the organization (do your homework)

• Basics of the catalog
• What databases are available

Results
• Avoiding embarrassing gaffes
• Making a positive impression
Preparation for Interview

Learn about the position

- What it does
- How it fits into the organization
- Status
  - Faculty
  - Tenure Accruing
    - What do those mean?
- Additional expectations for the position
  - Scholarship (Publishing)
  - Service
Preparation for Interview

Prepare questions to ask and be ready to interject them to relevant folks throughout the interviews

– Why is this position available?

– Expectations for the position? from various stakeholders, including supervisor
Preparation for Interview

Prepare questions to ask and be ready to interject them to relevant folks throughout the interviews

– What are they looking for as far as candidate attributes?
Preparation for Interview

Prepare questions to ask and be ready to interject them to relevant folks throughout the interviews

- Questions for interviewers or others might include:
  - What do you like best about the institution?
  - What do you like most about your position here?
  - What was your background?
  - Where did you go to school?
Preparation for Interview

- Balance your enthusiasm for professional development activities
  - Do not ask how soon you can take your first sabbatical
Preparation for Interview

• How will you get around campus, from the airport, etc.?
  – Ask if not discussed

• Stake out the location and parking before the day of the interview

• Communicate any special needs
Preparation for Interview

• Learn who you will be meeting with
  – Review the itinerary - if not offered, inquire
  – Make some assumptions as to why individuals or groups are on the schedule and plan for what they may want to know and what you might learn from them
Preparation for Interview

If there is a presentation, solicit reasonable information or clarification regarding:

Audience
- affiliation
- expertise level

Topic

Media
If there is a presentation...

• Put appropriate effort into it

• Cover the topic

• Incorporate relevant information about the institution

• Be prepared for technical glitches
If there is a presentation...

- Practice
- Plan based on time limit and provide for Q&A
  - Answer questions
- Involve-Engage audience
The Interview

Appearance

• Fresh and rested
• Alert
• Listen
• Do not smoke or smell like smoke
• Dress for the position, lean towards conservative

• Relax – Your talent got you here
The Interview

Conduct

• Attitude and demeanor are as important as responses to questions
The Interview

Conduct

Humor

• Appropriate

• No reference to violence (or bombs or guns) or sex
  – at all
The Interview

Conduct

• Enjoy yourself, people are going to be really nice to you
The Interview

Conduct

Meals-

• Purpose?
The Interview

Conduct

Meals-

• Purpose
  • More relaxed setting
  • Can assess fit, and how well rounded
  • Opportunity to observe curiosity about position, institution or community
The Interview

Conduct

Meals-

- Manners
- Drinking
The Interview

Honestly, but diplomatically, address issues in your employment history:

- Gaps
- Demotions
- Terminations
The Interview

For all phases and sessions

- It is better to ask for clarification for a question or take a moment to think than to give an irrelevant or unnecessarily incorrect answer

- If you cannot answer specifically, communicate how you would get that information
The Interview

For all phases and sessions

- Get across your message

- Do not count on the interviewer to do a great job
The Interview – Links

Interviewing: At a Glance
http://www.crc.ufl.edu/students/studentInterviewGlance.html

25 Weirdest Interview Questions
The Interview – Links

First Impressions, Lasting Impressions: Tips for Job Interviews
http://www.ala.org/cfapps/archive.cfm?path=nmrt/footnotes/interview.html

Interview Checklist

Interview Advice
http://www.ala.org/ala/mgrps/rts/nmrt/oversightgroups/comm/resreview/interview.cfm
After the interview

Follow up?

• Maybe… Probably?

• Definitely, if you need to clarify or address an issue
References

• Cultivate them
  - Work
    - School
    - Professional Service
References

• Select according to what the position

• Coach them
  – Provide a current resume for their reference
  – Share your cover letter and job posting
  – Tell them why you picked them – what they speak to
References

Current Employers

• It is fine to request that your current employer not be contacted unless you are a serious candidate and/or with advanced notice to you

• Most employers are going to understand and support advancement
Salary Negotiations
Considerations

• Think in terms of the total package

• Think in terms of long and short term goals
Research

This employer
Research

Industry norms

Salary surveys

Cost of living comparisons
Research

- Cost of Living Calculators

Bankrate

Salary.com
Pre-Offer

• Let them start

• Try to get their range

• Be prepared to describe your salary expectations in general terms
The Offer

Try to get information:

• How did you arrive at that figure?

• Who has authority?
The Offer

Try to get information:

• Opportunities for promotions or raises
• Confirm benefits package
Considerations

Opportunities:

• Career growth

• Social commitments

• Educational or professional advancement
Considerations

- Do you have other options?
- What is your minimum?
- What is your salary history?
Negotiation

Reference something solid:

• Qualifications from advertisement or discussions

• Salary surveys
Negotiation

If you are really bargaining:

• Aim higher than your minimum

• Factor recurring versus non-recurring costs
Negotiation

If you settle:

• Try to get a commitment for a review with a specific time frame
Negotiation

Get it in writing before you accept.
Negotiation

Women Don’t Ask: Negotiation and the Gender Divide
Babcock and Laschever
Negotiation

Women Don’t Ask: Negotiation and the Gender Divide

Drawing on research in psychology, sociology, economics, and organizational behavior as well as dozens of interviews with men and women from all walks of life, this is the first book to identify the dramatic difference between men and women in their propensity to negotiate for what they want.
Credential yourself now

Seek:
- Training and education
- Leadership and service opportunities

In order to:
- Build competencies
- Prepare for the next job
- Keep yourself relevant
- Demonstrate interest
- Demonstrate aptitude and ability
- Network
Credential yourself now

Examples:

1. Lead (or contribute meaningfully to) a student group or an important project at work
2. Convert papers or blogs into scholarship
3. Attend professional meetings or discussion groups
4. Attend state, regional or national conferences
5. Join a professional association
Credential yourself now

Incorporate these experiences and accomplishments into your application materials and interviews in a way that enhances your narrative and distinguishes you.
Helpful Links

First Time on the Market?
(The Chronicle of Higher Education)
http://chronicle.com/section/First-Time-on-the-Market-/146/
One last piece of advice for interviewing:

get sleep

eat breakfast and lunch

drink coffee
Thank You and Best of Luck!

Brian W. Keith

Check out the UF Library Employment website:
http://www.uflib.ufl.edu/pers/careers.htm