

# How I got my dream job... and survived the process

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# becoming a librarian...

- pay my rent and food
- have time and energy to make art
- work in an environment I like
- possible bonus:
  - working in art or architecture
  - learning about new subjects
  - getting benefits

# library school

- met great people
- realized that librarianship was cooler than I thought

# being strategic... for once in my life

- get experience while in school
- choose practical (not just interesting) courses

# student jobs

- graduate academic assistant at the Fine Arts Library
- (failed attempt) student librarian at the public library
- practicum at another public library
- summer co-op job in Engineering, Fine Arts and Rare Books and Special Collections

perhaps I did have ambitions...

# job hunting starts

- established my search criteria
- got more experience while “The Job” came up
- spent my savings going to ARLIS/NA

applications, applications and  
more applications

**interview!**

rejection

**interview!**

rejection

# how many?

- for contracts or on-call positions:
    - 6 interviews - 50% success
  
  - for permanent positions:
    - 6 in-person interviews at art/architecture libraries (one local)
    - 1 Multicultural Librarian at a Public Library (local)
- +
- 3 phone interviews

# the interviews

# phone interviews

- some places do not have them
- length: 15-60 minutes
- have some questions to ask them
- write notes – including the names of the committee

# Art + Architecture + Planning

- local
- Selection committee: 7 librarians, 1 faculty
- Two hour interview + 30 minute written question

# Architecture and Environmental Design

## Wednesday

- Reference and Instructional Services Coordinator pick-up Martha from the airport & drop off at Hotel
- Dinner with Dean of School of Architecture and Dean of Library Services

## Thursday

- 8:00 am Escort Martha from Hotel to the library
- 8:30 – 9:30 Meet with Search Committee
- 9:30 – 10:15 Meet with Reference and Instructional Services Staff
- 10:15 – 10:30 Prep Time for presentation
- 10:30 – 11:00 Presentation to library staff
- 11:00 - 11:30 Q& A, followed by Social Time
- 11:30 – Noon Meet with Reference and Instructional Services Coordinator
- 12:15 – 1:30 Lunch (2 arch faculty, 2 librarians)
- 1:45 – 2:15 Meet with director of Media Resource Ctr.
- 2:15 – 2:45 Meet with the College Dean
- 3:00 – 3:45 Meet with Dean of Library Services
- 3:50 – 4:30 Meet with Search Committee
- 4:30 – 5:00 Library Tour
- 5:15 – 5:30 Drop-off Martha back to the hotel

# in-person interviews

- length: 2 hours to 2 days
- meetings with:
  - selection committee
  - human resources
  - university librarian and/or other administrator
  - supervisor and/or staff
  - students
  - faculty
  - subject librarians
  - other committees

# some tips

- wear comfortable shoes
- remember that you are also interviewing them
- come prepared with questions
  - include questions for HR: benefits, relocation package, vacation, professional development
- take notes
- give out handouts
- send thank you emails

# more tips

- stay current and involved
- share your experiences with friends
- ask for help from other librarians
  - get them to review your resume
  - get them to interview you
  - ask them questions about their jobs
- rejection? keep trying!

# accepting a job offer

- consider what you will do if offered the position
- ask them for time to make your decision if you need it
- negotiate salary, relocation package and start date before accepting

good luck!