



Preparing for Your Application Process

TLA Annual Conference
Placement Center
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1:00 - 1:30

1. Which jobs are for you
 2. Matching “you” to the job
 3. Researching the organization website
 4. Researching the organization/environment
 5. Researching the staff
 6. List each job hoop
 7. Establish your timeline
 8. Six degrees of separation for people and secondary organizations for the specific job, and/or size/type of library and/or geographic area
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1. Which jobs are for you

Identify elements of job ads that “work” for you in the job search....(combo of education, experience...population)
Reach higher but remember, required is required. (Don’t have that second masters? Think twice about applying)
Located in a place that won’t work? (Don’t apply to get “practice” applying)
Don’t apply to every open job in an organization with one application or one cover letter. (Be individual, specific)

2. Matching “you” to the job

What specifically matches YOU to the job given job terminology? (List what language, etc. you can use to ID you)
Identify words, terms, specifics and use those – if a match – in your packet. (Don’t make them “work” to find a match.)
Determine unique factors NOT in job ad but elsewhere, increase your match changes? (Experience with populations?)

3. Researching the organization website

Study what they say about themselves (Observe and use, but don’t assume...”stated facts NOT in evidence”)
How do they present themselves to their patrons?
What are their self-identified priorities?
Identify words and phrases they use to identify services and resources ...can you make use of that information?

4. Researching the organization/environment

Review the community or organization in which the library “sits”
Identify library partners and relationships....any clues to support? Patron use? Activities?
Visit location websites to match words...find the same? Different?
Use content as background and not absolutes. Question relationships, don't declare

5. Researching the staff

“Google” staff, board, administration, and others such as teachers/faculty, leaders or staff in partnerships
Don't declare specifics but can the information be used to supplement your case? Can you use info to ask questions?

6. List each job hoop (you have to jump through)

Seek advice from others as to when you might address those challenges or obstacles/hoops
State challenges or “self identify” up front to avoid their assuming what you can and can't do
Address challenges individually either specifically in writing or in interview

To whom are you addressing information? HR? to the manager directly? Can do both? Follow rules, know the audience

7. Establish timelines

What timelines are in evidence in the information you have?
Find out any missing dates, times, related issues concerning applying “on time”
Adhere to timelines...validate steps completed if the process is multi-leveled as much as possible...don't “over” ask

8. Six degrees of separation for people and secondary organizations for the specific job, and/or size/type of library and/or geographic area

Know anyone who works there? Who knows someone who works there? Used to?
Know anyone who works in that size or type of environment? In that geographic area? Used to?

Other?

