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Finding a job is hard. Finding the job you want is even harder. 'Job hunting' is often more about the hunt than the job—it takes thoughtful, focused and assertive action and a lot of perseverance. ALIA has produced an excellent free leaflet called *Job Hunting in library and information work*, on which I have based this *TrainLine*.

What sort of job?

What sort of job do you want? It is important to identify all the factors involved and to list your priorities: every job has a different focus. Your qualifications are important to help you get the job you want, but often their main benefit is to give you a choice in the type of job. Some examples: Do you like helping the public? On the telephone or in person or both? Or would you rather sit behind a desk and do research? Or administration? Do you like working in a team or on your own, or both? Other factors that may influence your thinking are the number of hours you wish to work, flexible work arrangements and whether you are prepared to relocate or travel to your new job.

What can I offer?

Be positive about what you have to offer! Remember that an employment relationship goes two ways. In the current economic climate employers have things on their side, but they want the right person for the job and therefore you need to frame your experience to address what they are looking for.

You should not only tell them about your specific experience, but also about more general skills and knowledge that you can apply in a variety of contexts. When you write an application, it can

be useful to ask a colleague or friend to help jog your memory for all the experience you have that could be relevant to the application.

What is available?

Job Hunting has most sources of information listed, including addresses of private and other employment agencies and major newspapers that carry library and information advertisements.

Two sources not listed are ALIA's great new **Jobline 0055-25021** and your personal network of contacts. The easiest way to start developing such a network, if you haven't already, is to attend local ALIA events as often as you can.

The first move

Request a copy of the job outline, selection criteria or other documentation available.

What if I'm not sure if I want to apply?

Ring the contact person and ask lots of questions. Try to talk with someone who has a substantive knowledge of the position. Ask if someone is acting in that position—the chances are that they will get the job when it is filled. You need this information to set your priorities and assess your chances.

The mating dance

Do I want to work for this organisation?

The 'culture' and work practices of a potential employer can be just as important as the more basic points like salary, hours or location: there is no point in getting a job only to be miserable in your new situation. Mobility now involves changing or establishing superannuation and other poten-

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tial ties, so choosing the right situation is important.

How you are treated as a potential employee can be informative. The interest of the person giving you information about the position, the promptness and accuracy with which they send you job documentation, their general approach in speaking to you can give clues as to how they would treat you as an employee. Other information on the quality and effectiveness of the organisation can often be obtained from people you know who have dealt with them.

About you

Whether you are in the job market or not, have a Curriculum Vitae or Resume prepared and update it regularly (this is easily done on a word-processor). You should include your name, current address and contact numbers, your education and professional qualifications, any professional development activities, any voluntary work and other interests which may be relevant or asked for.

With current anti-discrimination legislation there is no need to indicate your marital status, age and other details irrelevant to the job you are applying for.

Voluntary work is worth noting, particularly if you have been able to demonstrate a variety of your talents in an unpaid capacity. But note ALIA's concern that volunteers should not do the work of qualified library staff.

Referees are most effective if they can speak to your experience and skills with regard to the particular requirements of the job you are applying for. Tell your referees of any application you may have submitted and give them a copy of the documentation where practical.

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The application

Job Hunting has a practical approach to preparing and submitting a document which is accurate, relevant and most of all *manageable* for the people receiving it and suggests how to prepare for an interview. Do try to remember the names of the interviewers and wherever possible, ask some questions of your own. And whatever you do, *take your time when answering questions.*

After the interview

If you get the job, congratulations! If you didn't—ask why. It is important for future applications that you know how you went with the interview. The Commonwealth Public Service

are obliged to provide a written report on request.

Meanwhile

- **Keep trying**—People looking for work often say that it may take 50 or more applications before you get a position you want.
 - **Keep busy**—If you don't already have word processing and computer skills, think about doing a course. Voluntary work can also be rewarding and useful.
 - **Keep up-to-date** by reading and attending professional events.
- * *And if you would like a copy of the Job Hunting leaflet, request it from the ALIA National Office. It's free and it can help you!* ■

6th International Feminist Book Fair

Leading feminist writers, publishers and booksellers, Susan Hawthorne, Jocelyn Scutt, Colleen Lindner and Renate Klein have formed a Management Committee to organise the program for the 6th International Feminist Book Fair, to be held in Melbourne, 27-31 July 1994.

Jane Sloane has been appointed Director, Catherine Ng, the Vice President of the Asia Pacific Women's Network, is Promotions Manager and Sarah Ponton is Operations Manager.

This is the first time the book fair will be held in the Southern hemisphere. Its theme is *Indigenous, Asian and Pacific Writing*.

Women in Librarianship

I am currently doing research for my PhD at Griffith University, Queensland. My focus is on women's experiences in librarianship 1890's to 1990's. As part of my research I wish to interview retired women librarians, preferably those now living in Queensland and New South Wales. I believe the voices of these women will add qualitative depth to my dissertation. To date there has been very little Australian research done on this topic.

I have had great difficulty in finding the names and addresses of sufficient retired librarians for my purpose. So, please, could as many as possible of your readers in this category contact me at 43A Lamorna Street, Rochedale Qld 4123, tel (07) 341 2469 (home).

Jane Simon



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