

Skills for the Future:

No one can precisely predict how the future is going to impact our profession; however, given the changes we have seen in the past ten years alone, we can all see that the use of technology will be at the forefront of our profession. Therefore, there are areas of expertise that we can predict will become more important and relevant:

- Web 2.0, social media, and new mobile devices and apps – how applicable these new developments are for LIS environments.
- Training (Cert IV in workplace training and assessment) – in all LIS environments training our clients on how to use the databases, catalogues, websites, etc is now far more relevant than being able to look it up for the client ourselves.
- IT skills – the skills to use a variety of databases, software programs, and mobile devices will be increasingly important. Learn how to load programs yourself, and become conversant with new developments and terminology.
- Strong client service focus – this is now a requirement for all roles. Whether your clients are internal (i.e. other team members and library workers) or external to the library. As passé as it sounds, you must be able to display a desire to proactively assist, seek solutions, and implement new processes and resources.
- Inter-personal skills – be aware of how you are working with colleagues, clients, and management. Endeavour to be a positive influence within your workplace.

Generic skills and attributes that all employers are seeking:

- Openness to change, flexible, personable
- Excellent communication and team skills
- Proactiveness and a positive attitude
- A genuine desire to work in libraries

A professional development program which demonstrates that you are future-focused and willing to make an effort to ensure that your skills are up-to-date is also seen as highly attractive by potential employers.

Active involvement in your professional organisation also demonstrates a willingness to give back to the profession and will certainly assist with networking opportunities.

What makes a candidate stand out – or how to become memorable for the right reasons.

Make contact with your consultant – keep them up-to-date on your career progress and what you are actually seeking in a career path and your next role.

Market yourself positively via your CV, letter of application, and response to selection criteria. You are your own brand; make it positive, proactive, and targeted.

Make sure your email address, LinkedIn profile, and Facebook page reflect a professional version of you – prospective employers may use these tools to do their own research on you.

Ensure your CV is current, well laid out, and readable. Use one modern font in black only. Use

bold or different sizes for emphasis and headings only if required. Include relevant **skills and attributes** section – both 'hard' and 'soft' skills. It will also assist your application if you can use current and readily available software.

It is important to demonstrate that you have read the job ad and job description carefully and understand the requirements of the role. Emphasise how your skills and experience meet the requirements of the role – don't just use a generic CV that doesn't assist the client or consultant in assessing your application as to why you should be a short-listed candidate for this particular role.

When you are writing your letter of application, think about it from the client's point of view. For example, demonstrate what you can contribute to the employer's organisation rather than how the organisation can benefit you: why you want the role, what you will bring to it and what you want to achieve.

Prior to addressing the selection criteria, ensure you are very clear on the right method or process to respond to selection criteria appropriately. Provide clear and concise examples, and respond to all the criteria.

Don't forget to do your research on the client – you are an information professional after all!

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