What Not to Do During the Interview: Advice to Job Hunters

Recommendations for overcoming the 3 most frequently criticized job-hunting behaviors

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Summary of Initial Research

How and Where These Behaviors Were Identified

- Based on a content analysis of 36 personal essays from the Chronicle of Higher Education published between January 2007-April 2011
- Focused on the academic job search process
- Identified behaviors displayed by job candidates and search committees/employers
- Compared results to research in the academic library published research

Top 3 Negative Behaviors
(by job candidates)

1. Submitting generic job applications
2. Not doing your homework
3. Poor image management

1. Don't submit the same materials to every job

DO

- Write a customized cover letter
- Tell the employer what interests you about the job
- Address all the requirements of the position
- Match your skills and experience to the requirements
- Follow the application instructions
- Keep your CV/resume current

2. Don't interview unprepared

DO

- Review the libraries' website to learn about the organization
- Practice your presentation if you are giving a "job talk"
- Network when possible through professional channels
- Ask pertinent questions during the interview
- Develop potential responses to anticipated questions
- Think of examples from your experience that match the job requirements

3. Don't neglect your image

DO

- Dress professionally for the interview - including for Skype preliminary interviews
- Limit access to personal photos placed on social media
- Respond promptly to communications from the employer
- Be friendly and gracious throughout your job search
- Send thank-yous after an interview
- If you discover you are not interested in a position, let the search committee chair know as soon as possible

BONUS BEHAVIOR

What is a "good fit" and how do you make sure you have/are it?

EXTRA

Share your Dos and Don'ts for job searches and interviews

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Additional Resources

Chronicle of Higher Education (for academic searches)

Advice/Columns - http://forums.chronicle.com/section/Advice/66/

CHE Forums - http://forums.chronicle.com/forums/

Hiring Librarians: http://hiringlibrarians.com/

INALJ (I Need a Library Job): http://inalj.com/