

Mindy Perry
716 – Communication for Leadership
August 9, 2011
Job Interview Bibliography

Websites:

ALA – New Member Round Table Interview Advice Websites

This website includes interview questions and links to other websites pertaining to available jobs, articles, and toolkit resources.

<http://www.ala.org/ala/mgrps/rts/nmrt/oversightgroups/comm/resreview/interview.cfm>

Dominican University's Career Development Center

Their website assists Dominican University's students in job search strategies and job search advice.

https://jicsweb1.dom.edu/ics/Resources/Student_Services/Career_Development/

Dominican University Job Search Guide Handout

Information on how to write a resume and cover letter, how to find employers, and job hunting strategies. A list of keywords to include in a resume and cover letter is provided.

https://jicsweb1.dom.edu/ics/icsfs/Handout_-_JobSearchGuideHandout.pdf?target=42a742e3-daa5-4070-a688-c87341c6b084

Annoyed Librarian's Blog

20 Job interview tips by a librarian working in the field. One tip: "Remember, you're interviewing them as much as they are interviewing you. A good question to ask is, which of your colleagues would you never hire again. If they won't respond to that, then just ask which of their colleagues are complete bastards."

<http://annoyedlibrarian.blogspot.com/2006/11/dear-annoyed-librarian-11-job-interview.html>

The Library and Information Science Professional's Career Development Center by Pricilla Klob, past president of the ALA New Members Round Table.

This website focuses on doing research, practicing, and dressing for the job interview.

http://www.liscareer.com/klob_interviews.htm

Articles:

Brett J, Deiter K, Jacobs P, Patch Y. MOCK INTERVIEWS: A NEW OLA CAREER DEVELOPMENT ACTIVITY. Access (1204-0472) [serial online]. Winter 2011;17(1):16-17. Available from: Library, Information Science & Technology Abstracts with Full Text, Ipswich, MA. Accessed August 6, 2011.

“The article highlights the development of mock interview programs by the Ontario Library Association (OLA). It notes that the program aims to help its members to cope up with the interview while enhancing their skills required to succeed in their job search. The benefits of mock interviewing in building confidence and allow professionals to relate their skills and experiences are also emphasized.”

Actkinson J. Solid Interview Skills: Your Journey to a Job Offer. *School Library Journal* [serial online]. April 2011;57(4):56-57. Available from: Library, Information Science & Technology Abstracts with Full Text, Ipswich, MA. Accessed August 6, 2011.

“Adolescents (and adults) often don't think about the preparation needed for a successful job interview. This program takes the applicant through the process of planning and preparing for the interview, the interview itself, and what to do when a job is offered.”

Herron D. A List of Best Practices That May Improved the Use of Telephone Interviews During the Recruitment Process. *Evidence Based Library & Information Practice* [serial online]. December 2009;4(4):81-83. Available from: Library, Information Science & Technology Abstracts with Full Text, Ipswich, MA. Accessed August 6, 2011.

“Objective -- To investigate the use of telephone interviews in academic libraries and identify best practices when conducting telephone interviews.”

Eimer M. The Virtual Job Interview: Practice & Preparation for Getting the Job You Deserve. *Library Journal* [serial online]. April 2007;132(6):123. Available from: Library, Information Science & Technology Abstracts with Full Text, Ipswich, MA. Accessed August 6, 2011.

“Organized into four modules, this DVD offers potential job applicants essential steps to follow in making that critical first impression. Addressing résumé components and actions to consider such as proper attire and researching the company, the video also teaches viewers to watch for behavior cues.”

Sullivan K. Nail the Job Interview: 101 Dynamite Answers to Interview Questions. *Library Journal* [serial online]. February 15, 2005;130(3):169-170. Available from: Library, Information Science & Technology Abstracts with Full Text, Ipswich, MA. Accessed August 6, 2011.

“The Krannichs offer an overview of the most generic kinds of interview situations and the categories of questioning that will take place. They help the applicant think about what they know, minimize weaknesses, handle stress, and give consistent verbal and nonverbal messages.”

Books:

Farr, J. Michael., and Richard Gaither. *Next-day Job Interview: Prepare Tonight and Get the Job Tomorrow*. Indianapolis, IN: JIST Works, 2009. Print.

This book gives quick tips in preparing for a job interview and focuses on the actual interview, researching employers. It provides quick tips to help prepare for an interview, researching employers, and following up.

Walsh, Richard. *The Only Resume and Cover Letter Book You'll Ever Need*. Avon, MA: Adams Media, 2007. Print.

This book provides sample resumes and cover letters.

Pollock, Robert William. *Teacher Interviews: How to Get Them and How to Get Hired!* Martinsville, NJ: Advanta, 2001. Print.

“This book is a complete manual on conducting a successful job search and interviewing for a teaching position. It tells prospective candidates how to write eye-catching cover letters and resumes that will move them to the top of the "must interview" list. Teachers will learn how to construct a powerful interview portfolio that can slam the door on the competition. Best of all, there are almost 100 tough interview questions along with powerful answer strategies that will separate you from the rest of the candidates. There is a step-by-step outline of how to conduct a successful job search and any candidate who is serious about securing a great teaching position MUST have this book!”