

TOP TIPS FOR JOB SEEKERS

We asked the team at Zenith to tell us what they're looking for in recruits for library and information management positions. This simple but effective advice holds true whether you are applying for your first job or looking for the next step in your career.

The general skills and attributes that all employers are seeking are:

- Openness to change, flexibility
- Excellent communication and team skills
- Proactiveness and a positive attitude
- Inter-personal skills.

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. A professional development program which demonstrates that you are future focussed and willing to make an effort to ensure that your skills are up to date is 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

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 and it's important the social media 'you' makes a good impression.

Research your prospective employer, so you are better able to respond to selection criteria and know how to answer interview questions.

You should:

- Have a plan
- Be prepared to entertain left of centre roles
- Be proactive – when you have applied for a role, follow up
- Set up alerts on websites such as Zenith, ALIA, Seek and so on
- Dress and behave appropriately.



What our members say

'It helps if you know who will be on the interview panel so you can check out their Facebook and LinkedIn profiles or track them on Twitter. It tells you what they're specially interested in.'

'You have to be careful answering questions about what improvements you'd make if you got the job – the interviewer could be the person who put the current system in place.'

'I try to dress a little bit smarter and a little bit more conservatively but still be me.'

Body language is a big giveaway. You need to lean forward and keep your arms relaxed and open, no matter how much you want to bring them tight across your chest.'

'Going through CVs, the ones that stand out for me are cleanly laid out and well balanced on the page.'

'I won't even get to the career history unless the covering letter mirrors the tone and addresses the specifics of our ad, and I get the sense that I'd like the person.'

'When I'm recruiting I'm looking for 50% skills and ability and 50% fit with the team.'

'I know within a couple of minutes if someone is going through to the second round of interviews.'