

Interview Tips from the SEAALL Placement Committee

Finding Jobs

AALL <http://careers.aallnet.org/jobs>
SEAALL <http://www.aallnet.org/chapter/seaall/>
SLA <http://careercenter.sla.org/jobs>
ALA <http://joblist.ala.org/>

Before You Interview

Research the library, city, and the people you will be interviewing with. A good starting place is the library's website.

Resumes and Cover Letters

It is important to have a current resume and cover letter without any mistakes. Your cover letter should address skills pertinent to the job you are applying for. Read and re-read the job description before writing your cover letter. Your cover letter can address past and current employment as it relates to the position you are applying for.

General Interview Tips

- Practice asking and answering questions for your interview.
- Have questions ready to ask your interviewers.
- You may be asked some of the same questions by different interviewers. Answer each time as if it was the first time you answered the question.
- Wear a professional look for the day of your interview. A clean, pressed suit that fits you well is always a classic look.
- Arrive 15 minutes early. Both arriving too early and too late can be problematic for your interviewers.
- You may have to dine with your potential employer, but remember this is an extension of the interview and to not let your guard down.
- Be positive and smile.
- Have a firm handshake.
- Direct questions about salary and benefits to the Director during the interview.

After the Interview

After you complete your interview, you should send thank you cards (preferred) or thank you e-mails. At minimum, send thank you notes to all members of the search committee. You can also send thank you notes to all of the people you met that day.

Accepting/Rejecting a Position

You do not have to accept the position the day it is offered. If you did not ask about salary before, ask about it now. Ask how much time you have to give your answer. If you are still interviewing with other libraries, be honest and say that you are still interviewing and would like to finish the process before giving an answer.

Rejecting a Position

Accept your desired position before rejecting other offers. Once you know you are not going to accept an offer, let the library know as soon as possible. It is good etiquette to call to reject your other offers. Thank the library for selecting you and politely turn the offer down.

Other Useful Resources

- *101 Smart Questions to Ask on Your Interview*. Ron Fry.
- *101 Great Answers to the Toughest Interview Questions*. Ron Fry.
- *Bibliography of Helpful Resources in Jobseeking*. AALL.
 - <http://aallnet.org/main-menu/Careers/career-center/tips/Bib.html>
- *How to Interview for Your Dream Law Library Position*. William Logan.
 - <http://students.washington.edu/aliss/silverfish/archive/may2004/logan.shtml>
- *Interview Etiquette*. Alison Doyle.
 - <http://jobsearch.about.com/cs/interviews/a/interviewdining.htm>
- *Interview Questions to Ask the Interviewer*. Alison Doyle.
 - <http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest2.htm>
- *Preparing for a Library Job Interview*. Sally-Adrina Taylor.
 - <http://thespiritedlibrarian.blogspot.com/2011/11/preparing-for-library-job-interview.html>
- *Tips for Academic Library Job Seekers*. AALL.
 - <http://aallnet.org/main-menu/Careers/career-center/tips/academic.html>
- *Tips for Court Library Job Seekers*. AALL.
 - <http://aallnet.org/main-menu/Careers/career-center/tips/court.html>
- *Tips for Law Firm Job Seekers*. AALL.
 - <http://aallnet.org/main-menu/Careers/career-center/tips/law-firm.html>