

# OLA Super Conference Career Centre Volunteers

February 24 - 27, 2010, Metro Toronto Convention Centre

***What should my resume look like?***

***What skills are they looking for?***

***What will they expect?      How should I act?***

***I've never worked in a library before – help!!***

Providing assistance to students, new professionals entering the library and information sector, and others already employed in the field is an important OLA membership service. Each year, Super Conference provides a natural setting for mentoring and career development services.

## **Career Centre Hours:**

Thursday and Friday: 10:00 am – 12:00 noon and 2:00 pm – 4:00 pm

Saturday: 9:00 am – 11:45 am

## **Career Centre Activities:**

- Talk informally with people who drop in about job searching, their resumes and/or cover letters, interview preparation, and the library and information sector in general
- Participate in scheduled appointments to do resume critiquing and/or specific issues people want help with
- Mock Interviews – a pilot project this year – Thursday and Friday only

## **Mock Interviews:**

As a pilot project this year we're going to offer mock interview sessions Thursday and Friday in the morning and afternoon. In the mock interviews teams of two volunteers will take a "candidate" through a typical interview session for an imaginary public library or university library job. An hour is allotted for each interview during which time the candidate will be asked to respond to a set of questions related to the job posting. The interview questions are basic and designed to give the candidate the flavour of a formal interview and to allow the interviewers to provide feedback to the candidate on how they handled the interview itself. People interested in being interviewed will be required to be registered for the conference. At that time these folks indicate that they want to go through a mock interview they will have to choose whether it is for a the public library or university library option, and indicate their preferred time slot. The schedule for the interviews is provided below.

There are 16 slots for interviews over the two days. Since we can't guarantee how many interviewees for each type of library will come forward we're hoping that our volunteers will be flexible enough to pose as interviewers in either situation. Ideally we will have enough volunteers so that no one has to commit an entire day (unless, of course, they want too!).

The schedule for Mock Interviews will be set up as follows, and the online form allows you to select the time slot that fits with your availability. No mock interviews will be conducted on Saturday.

Thursday February 25th			Friday February 26th		
Time	Team One	Team Two		Team Five	Team Six
10 – 11 am			10 – 11 am		
11 – 12 noon			11 – 12 noon		
Lunch			Lunch		
	Team Three	Team Four		Team Seven	Team Eight
2 – 3 pm					
3 – 4 pm					

To volunteer to help with the Career Centre, please fill out the online sign-up form at [www.accessola.com/education/superconference](http://www.accessola.com/education/superconference). A member of the Career Centre/Mentoring Committee will contact you in late January to confirm the details.

Thank you very much for volunteering your time and expertise!