



Highlands Regional Library Cooperative

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www.hrlc.org

The Librarian as Trainer: Interview Techniques

A follow-up program to “Resume Writing Workshop”

Thursday, March 11, 2010

9:30 am—4:30 pm (Does not include lunch. There will be a one hour lunch break.)

Parsippany—Troy Hills Public Library

<http://www.parsippanylibrary.org/our-branches/main-library/15>

Attendance fee \$55

Course Code: C100311

The job search has become a hot topic for librarians as more and more patrons look to our libraries for resources and guidance. Being on the front line, librarians need to be prepared to help patrons from all walks of life, from the student seeking his first job to the seasoned professional making a career change. This workshop will prepare librarians for fielding questions concerning job interviews, as well as prepare them to offer in house training on successful interviewing skills. Topics to be covered include the telephone interview, a productive in-person interview, using results and successes to answer tough interview questions and how to ask the right questions. At the end of this program, participants will be able to hold in house training for patrons on the topic. Participants **do not** need to have attended the Resume Writing Workshop.



Registration:

Please review our cancellation policy at: <http://www.hrlc.org/ce/cancelpolicy.htm>

Online: www.peopleware.net/2909

By phone: 1-800-NET-HRLC (800-638-4752)

Payment submission form: http://www.hrlc.org/ce/payment_form.pdf

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