

Contents

Foreword	<i>Sue Hill</i>	vii
1	Scene setting: the challenges of today's employment market	1
	Introduction	1
	Employment patterns – no more 'jobs for life'?	3
	The effect of official policies	5
	New focus in subject work	6
	New areas of professional work	8
	Working in another country	9
	The need for continuing professional development	12
	New skills for new roles	13
2	Your master career plan, or, Do you have to kiss a lot of frogs to find a prince or princess?	17
	Job for life or portfolio career?	18
	Risk assessment for jobs	20
	Is there a better job for you?	21
	Getting help	21
	So what types of jobs are available?	22
	Joining associated groups	31
	Taking a worldwide approach	31

3	Starting your career	34
	'Conventional' library and information work	35
	New areas of work for library and information professionals	35
	Research the marketplace	40
	What are and where are the jobs?	43
	The professional bodies	44
	Where do I find out about available jobs?	46
	The generalist	47
	Experience: how long is long enough?	48
	Work patterns	49
	Mentoring	50
	Deciding what is right for you	53
4	Applying for a job	54
	How to read a job advertisement	54
	Whether to apply for a post	55
	Do your homework	56
	How to apply for a post	58
	Matching the employer's requirements	59
	Your CV	60
	Applying 'cold' for a job	67
	Spoilt for choice?	67
	Working in Europe case study revisited	68
5	Next steps in your career, including promotion plans	71
	Getting promoted and developing a job promotion plan	71
	Going for another job in your own organization	77
	Going for promotion in your own organization	78
	Going for a similar job with another employer	79
	Going for a better job with another employer	81
	Demonstrating your value to a future employer	81
	Referees	81

Changing sector	83
Working from home	84
6 Your successful interview	87
Getting to the interview stage	88
What interviewers are looking for	88
Preparing for your interview	89
Kinds of interview	90
Details of the interview	93
Other tests	94
Watch your appearance	98
Getting to the interview	99
Starting the interview	100
During your interview	102
Promotion interviews	104
Wrapping up the interview	107
The do and don't checklist	108
7 After the interview	111
Obtaining feedback about your performance	111
Evaluating the job offer	112
8 Looking sideways . . . and back	120
Why looking at other opportunities in your organization may benefit your career	121
Losing your job	124
Temporary work	124
Going independent – the pitfalls, perils and pleasures	126
Code of ethics	134
9 Other considerations in career planning	136
What really interests or motivates you?	137

Trends in pay	138
Watching the media for jobs advertised	140
Have you thought about being a serial temp worker?	141
What other benefits does a package offer?	143
What lies over the fence?	143
Returning to work after a break	143
Flexibility	145
Where do you want to be in three, five or even ten years' time?	146
Have you got the work-life balance right?	147
Now it's your decision	149
10 Career case studies	151
Pat Gallaher, Australia	152
Irja Laamanen, Finland	156
Information Specialist, USA	160
Jan Parry, UK	162
Appendix 1	
Typical questions on an application form	167
Appendix 2	
A possible CV for a library or information professional	172
Further reading, websites and organizations	175
Index	197