**Hack Your Career: Dream Job FTW!**

An Infopeople Webinar

Wednesday, July 18, 2012

http://infopeople.org/training/hack-your-career

**Hiring Processes: Civil Service Vs. Private Sector**

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|  | **Civil Service** | **Private Sector** |
| **Major Differences** | * Open and competitive.
* Highly formalized, rule-based and transparent hiring process.
* Usually a slow process.
 | * Open and competitive... unless it's not.
* Process may or may not be formal, transparent or consistent.
* Speed depends on company.
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| **Initial Application** | * Likely to ask applicants to complete a work history form rather than submit a resume. Often, resumes will be accepted, but the work history form is what will be reviewed and analyzed initially.
* May ask applicants to complete supplemental “essay” questions instead of or in addition to cover letters.
* Applications often must be received by a firm closing date, unless it is a “continuous” recruitment or listed as “open until filled”.
* May have other testing steps (online experience questionnaire, in-person written test, etc.)

*Thoroughly read the job description and follow all directions when completing the application!* | * Likely to ask for a resume and cover letter.
* May ask for work samples, etc.
* May or may not have a closing date.
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| **Who is asked to an initial interview?** | * + Applications are scored and ranked within consistent guidelines by reviewers who are “subject-matter experts” (i.e., library staff who are familiar with the position and duties).
	+ Often the hiring manager does not participate in application review.
	+ Applicants who “pass” this stage are invited to additional testing and/or an interview.
 | * Decisions on who to interview may or may not be subjective.
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| **The Initial Interview** | * Highly formal interview structure.
* Interviews are often strictly timed and all applicants are asked the same questions.
* Often, there won’t be an opportunity for applicants to ask questions of the panel.
* 2-4 panelists usually interview all applicants.
* Sometimes, the hiring manager is not sitting on the panel. The panel could include other managers, supervisors or staff from inside *or* outside the library system.
* Panelists take detailed notes for scoring purposes during all interviews.

*First-round panel interviews can feel intimidating and alienating. Do not take this first experience as a picture of what the library itself is like.*  | * Interviews are usually formal, but can be much more conversational.
* Interview structure will vary in length, number of interviewers, etc.
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| **Second Interviews** | **Application + Interview + Any Additional Testing = Exam*** Top scorers on the “Exam” are put on an eligible list and referred to the hiring manager for additional interviews.
* The list will be “active” for a certain period of time, so if other positions open up, applicants on the list can be called in to interview again.
* The list will be “active” for a certain period of time, allowing the system to re-use the list for new openings.
* Applicants passing the exam may be moved up onto the list as hires are made, etc., depending on the library system.
* Second interviews are with the hiring manager and are still formal, but much more conversational, than first-round panel interviews.
* Second interviews are the best time to ask questions about the job, the library, etc.
* Hiring managers may ask applicants to do multiple follow up interviews to help them make their decisions.
 | * One, two, or several interviews with varying structure, length, etc.
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