

REINVENTING

Your Professional Self

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Or

*How to Be
Successful at a New
Job You Know
Nothing About*

Introduce yourself to your neighbor(s).

What is your dream job?

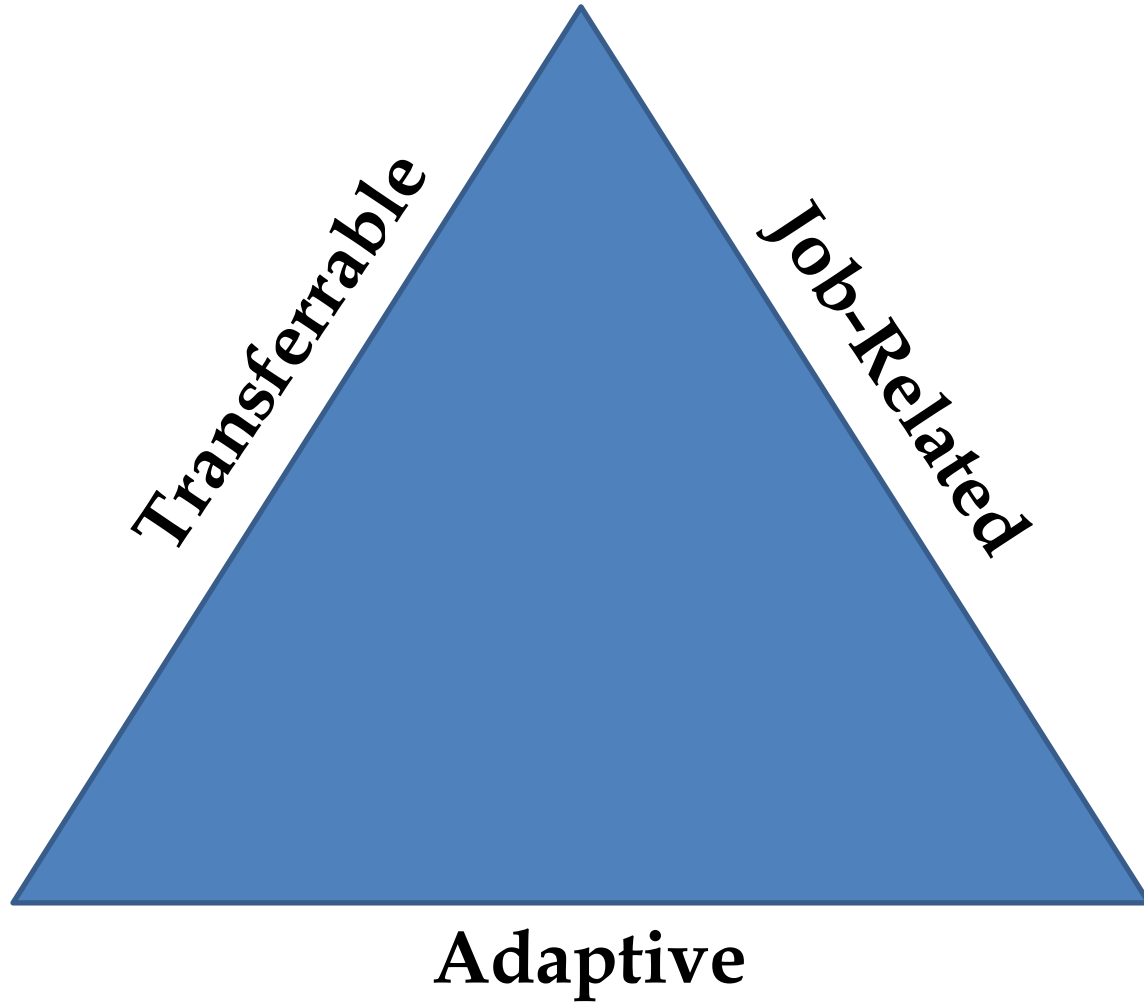
AGENDA

- Background
- Identifying Skills
- Assessing Skills
- Personal Continuing Education Plan
- Learning Communities
- Feedback and Support
- Questions and Discussion

BACKGROUND



IDENTIFYING SKILLS



Identify several skills
you have.

Are they job-related, adaptive,
or transferrable?

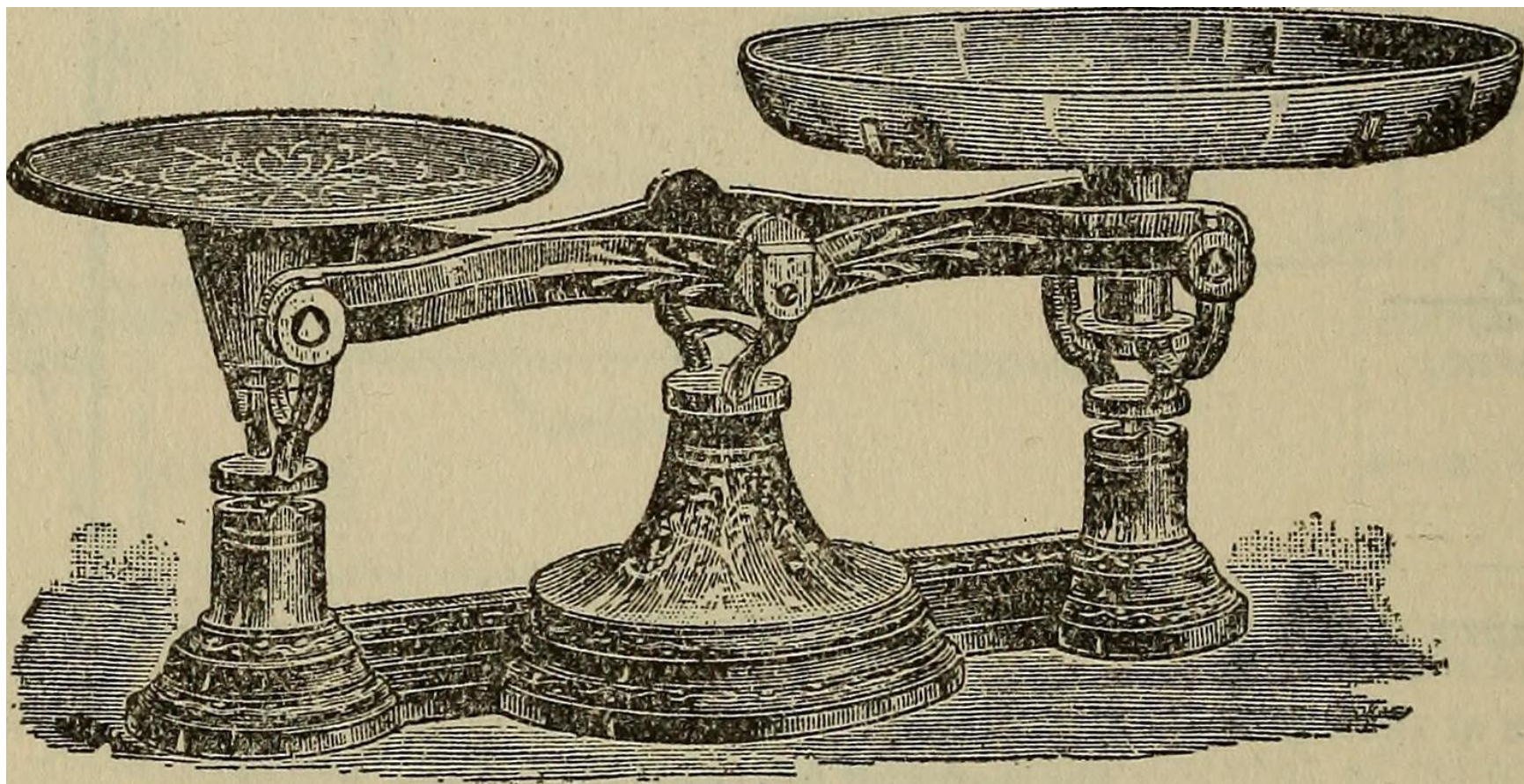
Accomplishments -> Skills



List some of your
accomplishments.

What skills did you use
or acquire in those
endeavors?

ASSESSING SKILLS



Review your list of
skills.

What are your top 3-5
transferrable skills?

SENIOR INFORMATION LIBRARIAN

MAJOR TASKS:

- Answer informational and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library, as well as community resources. Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OPAC, microfilm/microfiche equipment, typewriter, and photocopier. Provide Reader's Advisory Service.
- Maintain and continually develop the reference collection relevant to community needs; recommend reference materials for purchase to Division Supervisor; weed and update existing reference collection.
- Assume responsibility for the Information Services Division in the absence of the Division Supervisor. Answer Ask-the-Librarian e-mail questions.
- Cross trained to back up the librarian with responsibility for government documents. Keep informed of developments in the library field through reading and participation in professional activities and meetings.
- Perform other tasks assigned by Division Supervisor.
- Assume responsibility for the library system in the absence of a supervisor.

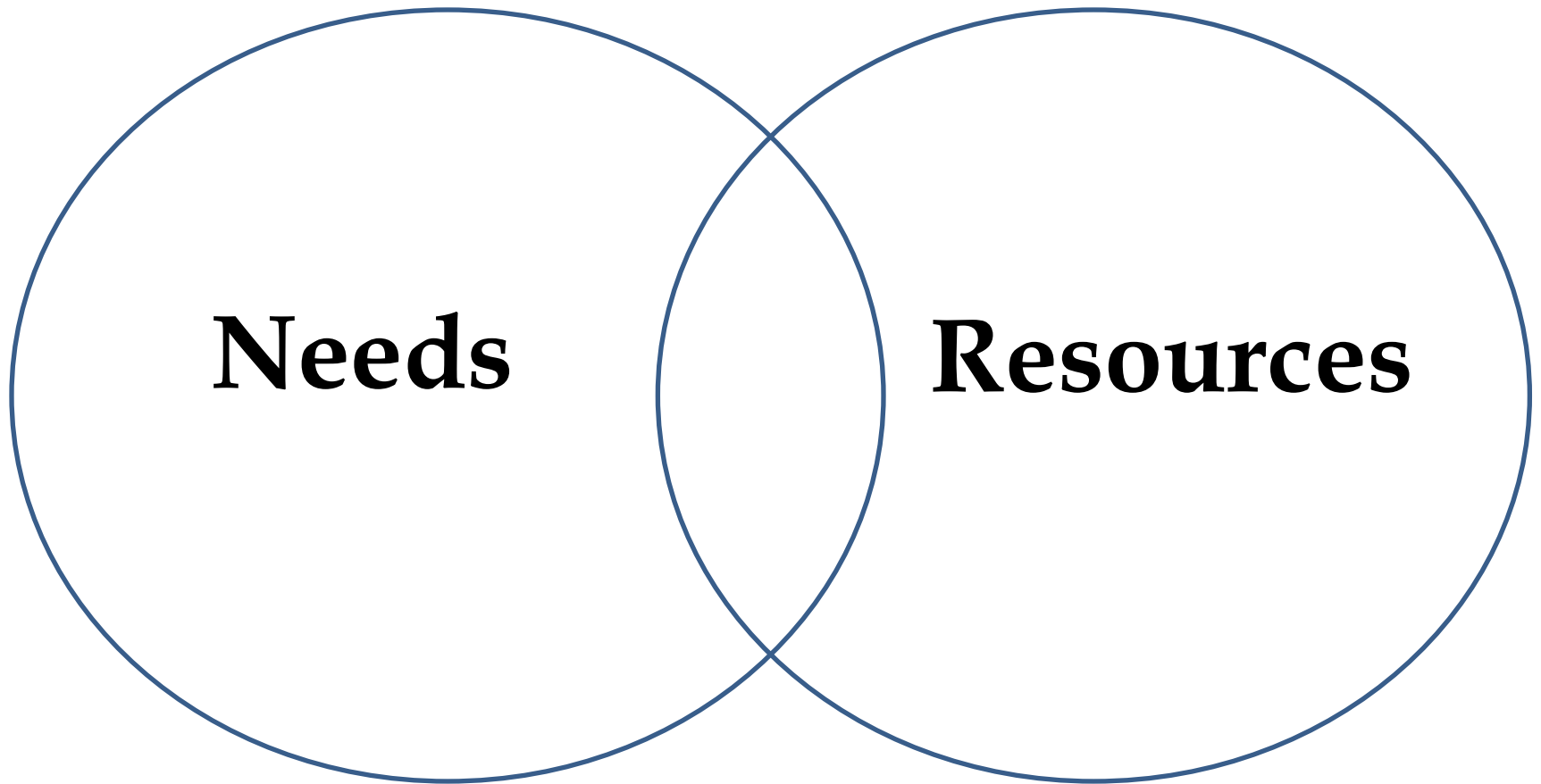
SENIOR INFORMATION LIBRARIAN

- Reference Services
- Computer Troubleshooting
- Collection Development
- Knowledge of Government Documents
- Supervise Others

What skills do you have
to bring to this position?

What skills do you need
to acquire?

PERSONAL CONTINUING EDUCATION PLAN





• **Collate**



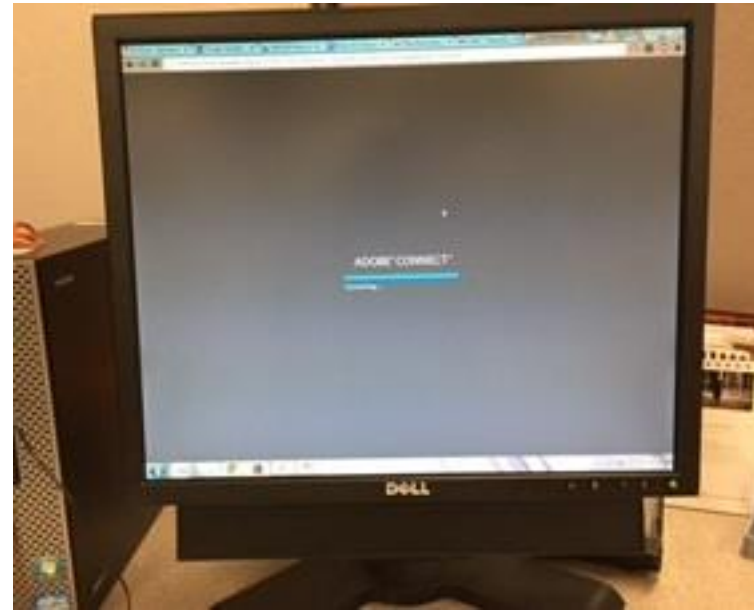
• **Evaluate**



• **Curate**



• **Collaborate**



Choose one of the jobs from the previous activity or think of your dream job.

Brainstorm 2-3 components of a personal education plan to prepare yourself for that job.

LEARNING COMMUNITIES



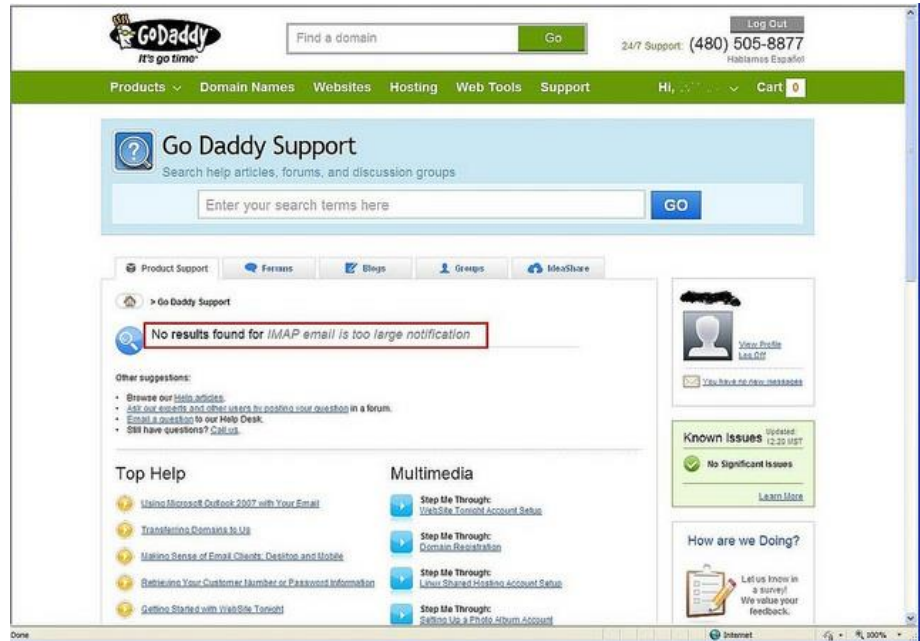
FOUND [law-lib] Acta neurochirurgica. Supplement Article needed for trial

law-lib-request@ucdavis.edu on behalf of [REDACTED]

Sent: Thu 9/24/2015 2:29 PM

To: 'law-lib@ucdavis.edu'

Wow this list really rocks.



What learning communities
are you involved in?

What communities could
you join to support your
professional development?

FEEDBACK AND SUPPORT



QUESTIONS AND DISCUSSION

Sources

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Thank You!

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