

Career Centre: One-on-One Session Information

The Career Centre is offering fifteen-minute one-on-one drop-in sessions for Super Conference attendees (“mentees”) to talk with an experienced professional in the library field (“mentor”). Appointments can take the form of informal chats (“Career Conversations”) or be focused on a specific function (e.g. Mock Interview, Resume / Cover Letter Critique or Elevator Pitch). Information about each of these session types can be found below.

Career Conversation

Q: What is a Career Conversation?

A: A Career Conversations is an open space for participants and library professionals to network about career goals and trajectories.

Q: What questions can be asked by the mentee?

A: A mentee can ask a mentor for guidance on courses, skills, jobs and other career-related or library-related questions. Personal questions are not appropriate.

Q: What is the role of the volunteer mentor?

A: A volunteer mentor will give advice and offer insight into their own experiences as a library professional. They may have experience on hiring panels. Further contact between mentor and mentee can be requested but is not expected.

Consider some of the following questions during the appointment. If none of these questions apply, feel free to discuss other topics, but avoid personal ones.

- What path did your career take to lead you to your current position?
- What advice would you give to a new library job seeker?
- What attracted you to libraries and your role?
- What are skills that you need for your position on a daily basis?
- What does your day-to-day work look like?
- Where would you recommend that I gain these skills?
- What do you like the most about your library sector?
- What are some of the realities of working in your library sector?
- How do you see your library sector developing or changing in the next few years?
- What kind of experiences do you recommend to pursue a career in your library sector?
- Is there anything you would do differently throughout your career path?

Mock Interview

Q: What is a Mock Interview?

A: A Mock Interview is a one-on-one session that provides the opportunity for the mentee to be “interviewed” by the volunteer mentor using common interview questions. Feedback will then be given about the mentee’s responses.

Q: Does the Mock Interview have to be for a specific job?

A: It is suggested that the mentee choose and inform the volunteer mentor of the type of library and job that they are planning to interview for at the beginning of the session.

Q: What if more time is needed?

A: If a volunteer mentor feels they would like to spend more time going over interview tips with a mentee, they can suggest a follow-up meeting, after the conference. This is not required.

Consider using some of the following questions during the appointment.

- Why did you choose to interview with our organization? What can you offer this organization?
- Provide an example of a successful accomplishment. How did you provide a solution to an issue?
- Have you experienced any difficult situations? How did you handle them? What did you learn from these?
- How do you best complete a project? Provide an example and describe the steps.
- What are the most important things you are looking for in your next role?
- What do you think your references would say are your best skills and what might be some “areas for improvement”?
- What special aspects of your work experience have prepared you for this job?

Elevator Pitch

Q: What is an Elevator Pitch?

A: An Elevator Pitch is a brief, persuasive speech that provides a quick summary of your background and experience. They are usually 20-30 seconds in length.

Q: How can we focus a mentoring session on an Elevator Pitch?

A: If a mentee wants to focus on their Elevator Pitch during a Career Centre session, they can either bring one to the session or discuss how to create one with the volunteer mentor.

Consider these tips when creating and/or critiquing an elevator pitch:

Do's

- Keep it brief.
- Be persuasive.
- Share your skills.
- Practice, practice, practice.
- Be positive and flexible.
- Mention your goals.
- Know your audience.
- Don't speak too fast.
- Avoid rambling.
- Don't frown or speak in monotone.
- Don't restrict yourself to just one pitch.

Don't's

Source: The Balance Careers – Alison Doyle

(<https://www.thebalancecareers.com/elevator-speech-examples-and-writing-tips-2061976>); Updated January 15 2021.

Resume / Cover Letter Critique

Q: What is a Resume / Cover Letter Critique?

A: A Resume / Cover Letter Critique is a one-on-one session in which volunteer mentors provide feedback to the mentee about a resume and/or cover letter.

Q: How will the volunteer mentor access the mentee's document(s)?

A: The mentee should send their resume and/or cover letter once they have entered the Zoom room with the volunteer mentor. This can be done via the Chat feature.

Q: What if more time is needed?

A: If a volunteer mentor feels they would like to spend more time going over a mentee's document(s), they can suggest a follow-up meeting, after the conference. This is not required.

Consider some of the following questions related to resume best practices during your appointment.

- Is the resume clear and well-designed with lots of white space?
- Are there typos or awkward sentence phrasing in the resume?
- Does the writing consistently use the past tense (e.g. worked on X, facilitated Y programs, etc.)
- Is the font clear and a visible size?
- Is the resume the correct length for the career phase of the participant?
- Is there a profile section when it is unnecessary?
- Does the resume employ targeted wording or is it more general?

- Are major milestones and accomplishments described with relevant details?
- Encourage participants to think about skills learned and developed from each position, rather than listing the regular job duties.

More Information

Interested in more mentoring opportunities? The [Ontario Library Association MentorMatch program](#) strives to link professional library staff with students, new graduates and other library staff interested in a career in libraries and related fields.

Check out the [Ontario Library Association Mentoring Committee website](#) or send us an email (olamentoring@gmail.com) for more information.