

HOLLY'S HINTS

WOOING YOUR DATE
WHILE
MAKING SURE SHE'/HE'S THE
ONE

Before the hook-up:

- Call your prospective date(s)

Say what? What the voicemail message says about you.
Where'd she/he come up with that email address?

- Use good phone manners
- Talk as though you care
- Provide information on your library and community
- In other words, candidates aren't parts in a chop shop



Don't be cheap: Arranging the interview

- Transportation
- Hotel
- Meals

Make plans

- Plan for the interview
- Who will be involved
- When
- What purpose
- Where: What do you want the candidate to see? What does the candidate want to see?
- Communicate the plan!

Remember your dating manners

- Introduce your “date”
- Open doors
- Hang up her/his coat
- Offer water, tea, coffee, soda
- Build restroom breaks into the day
- In other words, you might want a second date

Ask away!

- You ...
- And your date
- Interviews are for everyone!

Make sure you're legal

- Job-only questions
- "Tell me about a time when..."
- "Tell me about a mistake you made and what you learned from it"
- "What are you proudest of having accomplished?"
- "In your view what are the three major issues facing libraries today?"

Wine and dine

- Hmm, well, not the wine part
- Offer to host partner too
- Dine decently

quiet (but not dead)

wide selection of food: carnivore to vegan
real napkins and tablecloths (not fast food)

What will you get other than a meal?

- Another view of the candidate and the employer
- Dessert if you're lucky—figuratively and literally!
- Even bad desserts leave the sweet taste of knowledge

Take your date home

- Review compensation and benefits
- Elicit and answer any new/remaining questions
- Explain the process
- Give a timetable

Eeeuww, the waiting game: the really hard part

- Check references
- Call people you know who know people who know people who...
- Check website, myspace.com, etc.
- Made the decision? It's not a game:
Contact either way

Some good sources of info:

- Society for Human Resource Management (<http://www.shrm.org>) This website offers a lot of information on a multitude of employer/HR topics. Much is free for personal use only. Other information is available if you are a member at a cost of \$160.00 per year. Membership includes several publications, useful in a library collection, and access to on-demand reference service.
- Legal, Effective References: How to Give and Get Them by Wendy Bliss, J. D., SPHR ISBN: 1586440101
This book offers practical advice and sample forms, policies and procedures.

Sources continued...

- www.HRHero.com is a commercial HR site that offers free current HR information and a free e-zine, HR Hero Line. Subscribers have access to specialized and detailed reports by top attorneys.