Project Compass—SD:

Libraries Helping Job Seekers

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2010

THE JOB SEARCH PROCESS

6. Job Offer

- Post-interview follow-up
- Job offer negotiation
- Accept and begin a new job!

5. Interview

- Prepare for the interview
- Phone interview
- Company-site interview

4. Network (Social and Face-to-Face)

- Make contact
- Learn about organizations
- Request and confirm interview

3. Find Hiring Companies

- Identify employers
- Build and activate a career network
- Utilize employer research materials
- Attend job fairs
- Attend conferences and seminars in your field of interest
- Prospect and follow up on referral leads

2. Prepare Job Search Tools

- Resume
- Cover letters
- References, letters of recommendation

1. Establish Your Career Objective

- Self-assessment
  - Personality
  - Aptitude
  - Interests
  - Values
  - Identify personal skills and abilities

- Career exploration
  - Research career types
  - Research industries
  - Research geographic locations
  - Understand the career requirements

- Career preparation
  - Academic - major, classes, projects
  - Vocational training
  - Special certification
  - Extracurricular - activities, clubs, leadership, sports
  - Experience - work, internships, volunteering

Library Services Analysis

All employees staffing a public service desk should complete this form

Date:_____

Using personal observation, in your opinion, patrons most frequently come to our library to:
(Prioritize with one being the highest priority)

Ask reference questions	_____	Seek job resources	_____
Use databases	_____	Sleep	_____
Read in the library	_____	Get warm	_____
Check out books	_____	Use the word processors	_____
Use the Internet	_____	View the art work	_____
Attend a program	_____	Request Interlibrary loan	_____
Make copies	_____	Place a book on hold	_____
Seek legal advice	_____	Check out A/V items	_____

Other _____

On a weekly basis our patrons need assistance with the following (check all that apply):

□Abuse □Addictions □Clothing □Companionship □Computers & Technology □Education

□Finances □Food □Health/Medical □Homelessness □Immigration □Jobs □Literacy

□Mental Health □Pets □Relocation □Runaways □Senior Citizen Issues □Shelter □Shower

□Taxes □Teen Issues □Transportation □Tribal Issues □Unemployment □Veterans Issues

□Other_____

□ I feel qualified to handle all that is expected of me
□ I need further training:
- □ Identifying social service programs
- □ Troubleshooting computer software/hardware
- □ Reducing personal frustration and stress

What services do we provide better than other agencies?_____
_____
What services do we provide that other agencies provide better?

Service	Recommended Provider
1._____	_____
2._____	_____
3._____	_____

Library Services Analysis and Community Social Services Analysis Agency Profile adopted from resources provided by Kitty Yancheff, Librarian, Humboldt County Library, Eureka, California

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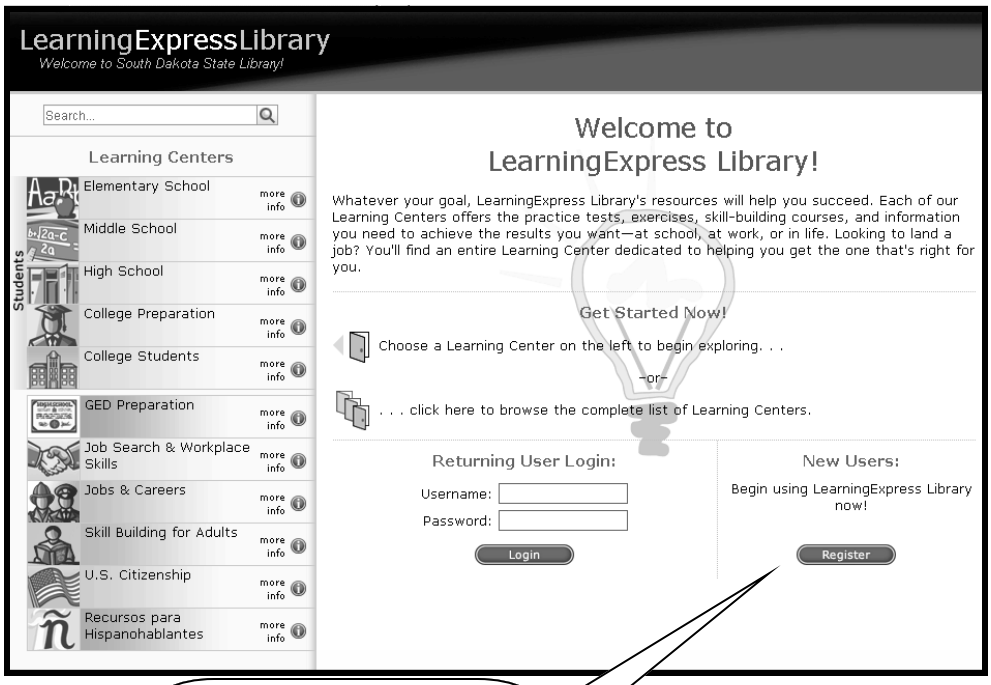
South Dakota Libraries' Guide to...

Learning Express Library

Learning Express Library provides online practice tests and tutorials designed to help library patrons, students, and adult learners prepare for academic or licensing tests that they must take. It provides immediate test scoring, explanations of the answers to all questions, and the opportunity to take the tests and tutorials multiple times.

Learning Express Library Practice Tests Include:

- GED (Science, Math, English)
- College Entrance Exams (ACT, SAT, GRE, CLEP)
- Military Entrance Exam (ASVAB)
- Advanced Placement Subject Tests
- Elementary, Middle and High School Skills Improvement Tests (English, Math, History)
- Firefighter, Law Enforcement, and Emergency Medical Services Tests
- Teacher, Nursing, Allied Health, Commercial Drivers License (CDL), Real Estate Certification Tests and more
- Job & Career Skills (Resume writing, interview skills etc.)



Registration is free, anonymous, and must be completed to practice any test.

To Access Learning Express Library:

- Go to SD State Library website (http://library.sd.gov)
- Click *Online Resources: Complete Listing*
- Click *Learning Express Library*
- Enter your Library Barcode and Password
- Sign in to *Learning Express Library*

LearningExpressLibrary

Home | MyAccount | Sign Out

Score Report

HS Math Skills Diagnostic: Geometry

Total Score: 23%

Congratulations! By completing this test, you have tak important step toward improving your math skills. Your score report show you have scored in each of the specific skills tested. For ways to improve your , please see our personalized study recommendations below.

HS Math Skills Diagnostic: Geometry

	QUESTIONS #	CORRECT #	INCORRECT #	SKIPPED #	SCORE %
Geometry	21	5	4	12	23%
Classification of Angle Pairs	2	0	0	2	0%
Congruency and Similarity Concepts	2	1	1	0	50%
Formal and Informal Geometric Proofs	1	0	0	1	0%
Properties and Equation of a Circle	2	0	0	2	0%
Properties of Parallel Lines	2	2	0	0	100%
Properties of Quadrilaterals	2	0	1	1	0%
Properties of Triangles	2	0	0	2	0%
Ratio and Proportion in Geometry	2	1	1	0	50%
Recognize and Apply Transformations	2	1	1	0	50%
Using Concepts of Locus Points	2	0	0	2	0%
Using Coordinate Geometry	2	0	0	2	0%
Total Score for Multiple-Choice Questions:					23%

Return To MyAccou | View Answers

Test scores are given in numerical and percentage measurements

Tests can be stopped and started as needed

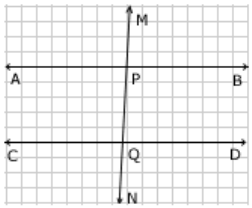
Tests can be scored at any time

Test scores are analyzed by question topic

learnatest.com HS Math Skills Diagnostic: Geometry

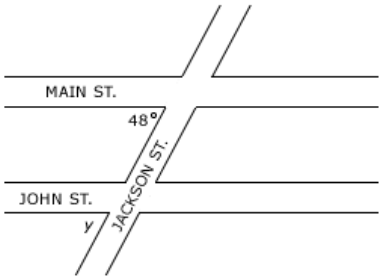
Instructions | Questions | Finish Later | Score My Test

1. In the diagram below, line AB is parallel to line CD. Transversal MN intersects AB and CD at P and Q respectively. If $m\angle APQ = 2x + 20$ and $m\angle PQC = 3x - 10$, what is $m\angle DQN$?



- A. 34
- B. 92
- C. 88
- D. 146
- Skip this question for now.

2. Main Street and John Street are parallel in the diagram below. Jackson Street intersects both streets and forms a 48° angle with Main Street as shown in the figure. What is the measure of $\angle y$?



Instructions are provided for each test

Test questions are multiple choice

Sample test questions

INSTITUTE of Museum and Library SERVICES

Provided by the South Dakota State Library and Institute of Museum and Library Services.

If you have any questions about using this database, contact a South Dakota Librarian.

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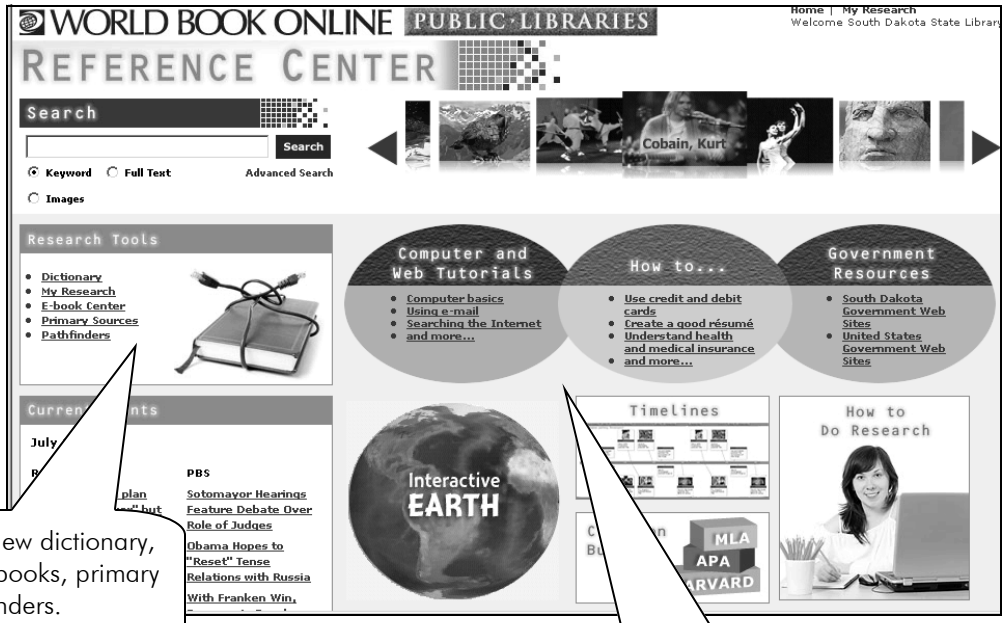
South Dakota Libraries' Guide to...

World Book Online Reference Center

World Book Online Reference Center is designed for Public Library patrons grade 9 through adult. Search encyclopedia, primary source, and e-book resources. Also provides access to "how to", computer and web tutorials, and more.

World Book Online Reference Center

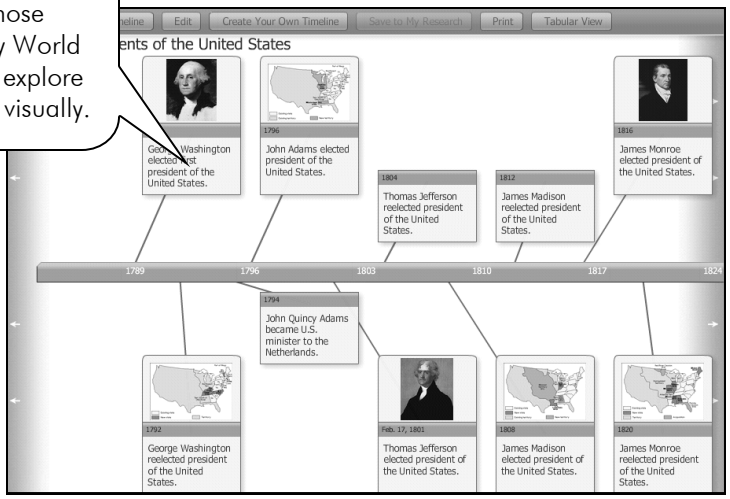
- Basic search looks for different tenses and plurals of term. Spelling is autocorrected.
- Easily select what type of results to look at—sounds, articles, maps, etc.
- In article audio pronunciation for challenging words (such as dinosaur names)
- Back in Time articles—selected articles from World Book Yearbooks from 1922 to present.
- **My Research**—use your e-mail address to allow forgotten password recovery. All World Book products use the same login to save research.



Research Tools—view dictionary, saved research, e-books, primary sources and pathfinders.

"Computer and web tutorials", "how to...." and "government resources" provide access to computer, life skills and South Dakota and national government information.

Create **timelines** or use those made by World Book to explore subjects visually.



To Access **World Book Online Reference Center**

- Go to SD State Library website **http://library.sd.gov**
- Click *"Online Resources: Complete Listing"*
- Click on **World Book Online Reference Center** under **World Book Public Library Edition**
- Enter your Library Barcode and Password

INSTITUTE of Museum and Library SERVICES

Provided by the South Dakota State Library and Institute of Museum and Library Services.

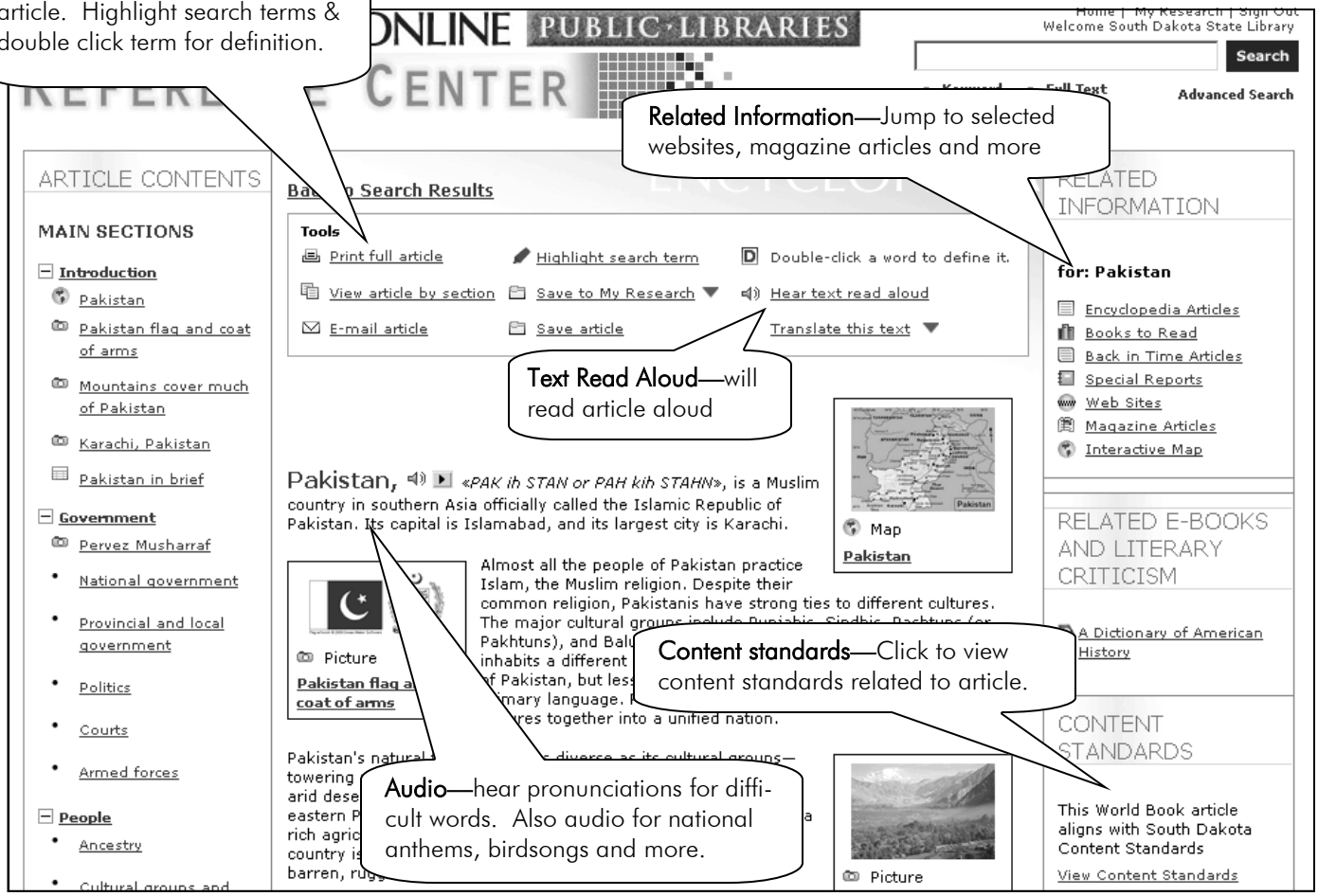
Tools—print, save, or e-mail article. Highlight search terms & double click term for definition.

Related Information—Jump to selected websites, magazine articles and more

Text Read Aloud—will read article aloud

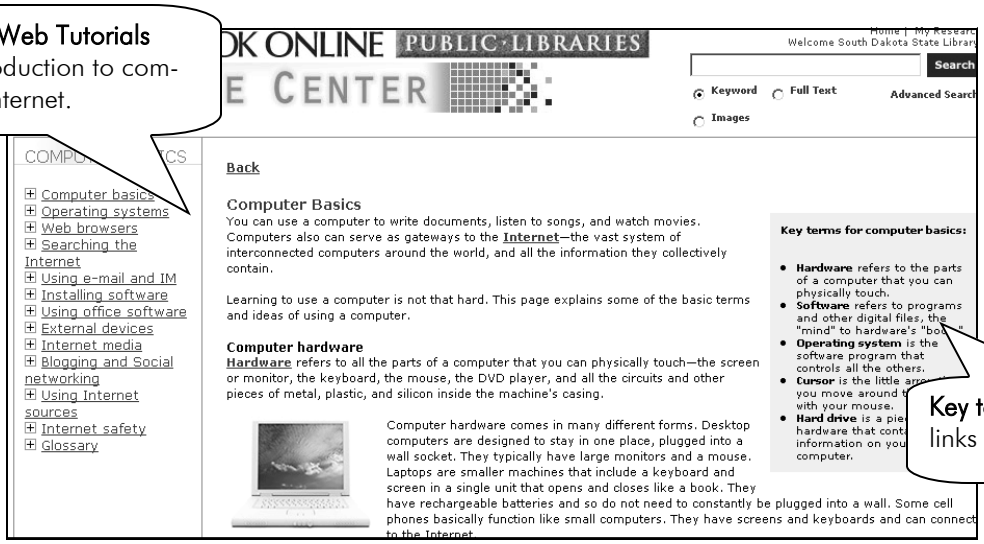
Content standards—Click to view content standards related to article.

Audio—hear pronunciations for difficult words. Also audio for national anthems, birdsongs and more.



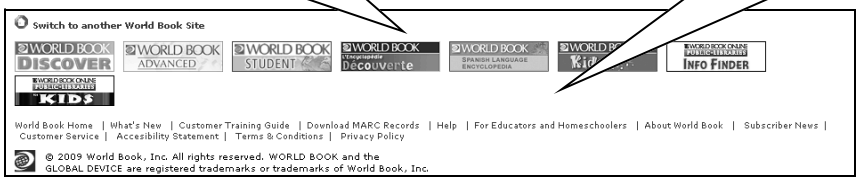
Computer and Web Tutorials provide an introduction to computer and the internet.

Key terms—definitions and links to related topics.



Change to other World Book Web products by clicking on icon at bottom of page.

For Educators and Homeschoolers: Curriculum correlations to SD content standards, lesson plans and more.



If you have any questions about using this resource, contact a **South Dakota Librarian**.

List of Services for Referral

Think about the social services needed by those who are unemployed, under-employed, or in financial hardship. Mark examples that apply to your library and add others that aren't listed.

- ☐ Career planning
- ☐ Job training and retraining
- ☐ Unemployment insurance
- ☐ COBRA and low-cost medical insurance
- ☐ Legal assistance
- ☐ Housing (emergency or temporary)
- ☐ Health care for adults
- ☐ Health care for children
- ☐ Mental health (depression, coping with job loss and long term unemployment)
- ☐ Food banks
- ☐ Assistance with transportation to work
- ☐ Mortgage assistance (refinance or modification)
- ☐ Personal finance (financial support, emergency funds, bill-paying assistance)
- ☐ Parenting
- ☐ Childcare
- ☐ Adult dependents (eldercare)
- ☐ Senior services
- ☐ Veterans
- ☐ Small business resources
- ☐ Free voice mail access – If someone does not have a telephone, a Community Voice Mail agency allows potential employers to leave messages.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Examples of Community Partners

Think about the social services needed by those who are unemployed, under-employed, or in financial hardship. Mark examples that apply to your library and add others that aren't listed.

- ☐ One-Stop Career Centers (service locator by zip code)
- ☐ Local mental health agencies (for locations by state, check the CDC list and the Mental Health Services Locator.)
- ☐ Local businesses and chambers of commerce
- ☐ Computer user groups, for assistance with computer classes and individual coaching
- ☐ Retired teachers and high school counselors, for assistance with checking resumes, cover letters, and job applications
- ☐ Local chapter of AARP
- ☐ Service Corps of Retired Executives (SCORE)
- ☐ Public and private schools, colleges and universities in your community
- ☐ Civic organizations such as Rotary, Lions Club, Kiwanis, Civitan, etc.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Community Social Services Analysis
Agency Profile

Complete a separate page for each community agency and non-profit service provider

Date:_____

Agency Name:_____

Address:_____Public Phone:_____

Contact Name:_____ Position:_____

Phone:_____ Email:_____

Open Days and Hours:

M_____ T_____ W_____Th_____F_____S_____Su_____

Computer Access

Public Computers Available: ☐Yes ☐No Free: ☐Yes ☐No Number: _____
Public Wifi Available: ☐Yes ☐No Free: ☐Yes ☐No
Printing Available: ☐Yes ☐No Free: ☐Yes ☐No
Fax Machine: ☐Yes ☐No Free: ☐Yes ☐No

Assistance provided for the following

☐Abuse ☐Addictions ☐Clothing ☐Companionship ☐Computers & Technology ☐Education

☐Financial ☐Food ☐Health/Medical ☐Homelessness ☐Immigration ☐Jobs ☐Literacy

☐Mental Health ☐Pets ☐Relocation ☐Runaways☐Senior Citizens ☐Shelter ☐Shower

☐Taxes ☐Teen Issues ☐Transportation ☐Tribal Issues ☐Unemployment ☐Veterans Issues

☐Other_____

Library Services Analysis and Community Social Services Analysis Agency Profile adopted from resources provided by Kitty Yancheff, Librarian, Humboldt County Library, Eureka, California

Library Information Sheet

Referring to the Library Services Analysis, create a library information sheet to use when working with potential community partners.

Library Mission:

Services the library offers:

Services the library plans to offer:

Promoting Job Search Resources At Your Library

List the people that you plan to share the job search resources with:

1.

2.

3.

How to share the job search resources:

1. Ongoing:

2. Target promotion:

3. Develop sound bites or elevator speeches:

4. Avoid jargon:

5. Promote ease of use and convenience:

6. PLAN
Remember: Don't have to share everything with everyone!

I will share the job resources by…..