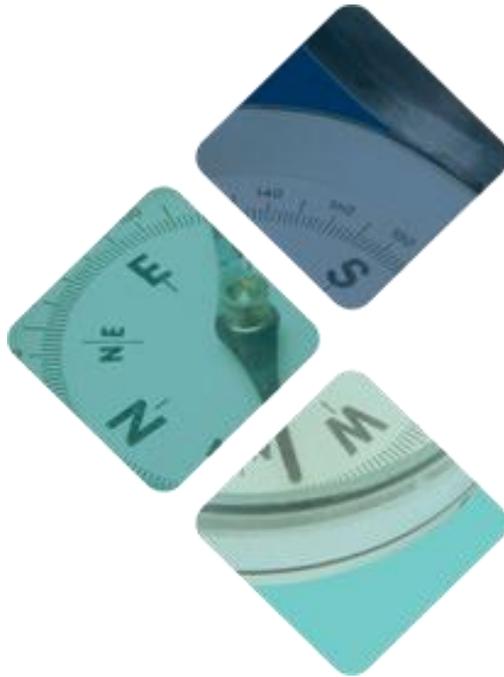


Project Compass—SD: Libraries Helping Job Seekers



south dakota
STATE LIBRARY

Leadership. Innovation. Excellence.

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 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.)

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.

LearningExpressLibrary
Welcome to South Dakota State Library!

Search...

Learning Centers

- Elementary School [more info](#)
- Middle School [more info](#)
- High School [more info](#)
- College Preparation [more info](#)
- College Students [more info](#)
- GED Preparation [more info](#)
- Job Search & Workplace Skills [more info](#)
- Jobs & Careers [more info](#)
- Skill Building for Adults [more info](#)
- U.S. Citizenship [more info](#)
- Recursos para Hispanohablantes [more info](#)

Welcome to LearningExpress Library!

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

Get Started Now!

Choose a Learning Center on the left to begin exploring. . .

... click here to browse the complete list of Learning Centers.

Returning User Login:
Username:
Password:

New Users:
Begin using LearningExpress Library now!

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

LearningExpressLibrary *
Welcome to South Dakota State Library! [Help](#)

LearningExpress Library New User Registration

Your library provides LearningExpress Library to all its patrons. To use this valuable resource, all you have to do is register. Registration creates your own account called "My Center," which allows you to use any of the available tests, courses, or eBooks. "My Center" is completely private; only you can see it.

To register, please enter the username and password of your choice below, verify your password, and then click the "Register" button. Both your username and password must be a minimum of 6 characters and should not include spaces. If you require home access, your username should be your library card number.

Enter your email so we can quickly send you a new password if you forget yours. It's easy to set up a free email account - just go to www.gmail.com.

New User Registration:

Username: *

Password: *

Verify Password: *

Email:

*Required

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*

Score Report

HS Math Skills Diagnostic: Geometry

Total Score: 23%

Congratulations! By completing this test, you have taken an important step toward improving your math skills. Your score report shows that you have scored in each of the specific skills tested. For ways to improve your score, 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 MyAccount](#)

[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

Instructions are provided for each test

Test questions are multiple choice

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 $\angle y$?

Sample test questions



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.

World Book Online Reference Center

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.

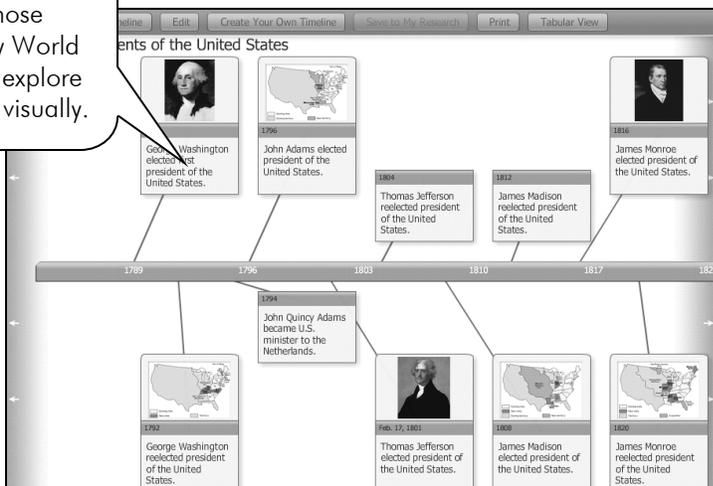
World Book Online Reference Center is designed for Public Library patrons grade 9 through adult. Search encyclopedia, primary source, and e-book resources. Also provides access to “how to”, computer and web tutorials, and more.



The screenshot shows the World Book Online Reference Center interface. At the top, it says "WORLD BOOK ONLINE PUBLIC LIBRARIES" and "REFERENCE CENTER". There is a search bar with a "Search" button and options for "Keyword" and "Full Text". Below the search bar, there are sections for "Research Tools" (Dictionary, My Research, E-book Center, Primary Sources, Pathfinders), "Computer and Web Tutorials" (Computer basics, Using e-mail, Searching the Internet and more...), "How to..." (Use credit and debit cards, Create a good resumé, Understand health and medical insurance and more...), and "Government Resources" (South Dakota Government Web Sites, United States Government Web Sites). There is also a "Timelines" section and a "How to Do Research" section. A globe labeled "Interactive EARTH" is visible.

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

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



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

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

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.

ARTICLE CONTENTS

MAIN SECTIONS

- Introduction
 - Pakistan
 - Pakistan flag and coat of arms
 - Mountains cover much of Pakistan
 - Karachi, Pakistan
 - Pakistan in brief
- Government
 - Pervez Musharraf
 - National government
 - Provincial and local government
 - Politics
 - Courts
 - Armed forces
- People
 - Ancestry
 - Cultural groups and

Tools

- Print full article
- Highlight search term
- Double-click a word to define it.
- View article by section
- Save to My Research
- Hear text read aloud
- E-mail article
- Save article
- Translate this text

RELATED INFORMATION for: Pakistan

- Encyclopedia Articles
- Books to Read
- Back in Time Articles
- Special Reports
- Web Sites
- Magazine Articles
- Interactive Map

RELATED E-BOOKS AND LITERARY CRITICISM

- A Dictionary of American History

CONTENT STANDARDS

This World Book article aligns with South Dakota Content Standards

[View Content Standards](#)

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

Key terms—definitions and links to related topics.

COMPUTER BASICS

- Computer basics
- Operating systems
- Web browsers
- Searching the Internet
- Using e-mail and IM
- Installing software
- Using office software
- External devices
- Internet media
- Blogging and Social networking
- Using Internet sources
- Internet safety
- Glossary

Back

Computer Basics

You can use a computer to write documents, listen to songs, and watch movies. Computers also can serve as gateways to the **Internet**—the vast system of interconnected computers around the world, and all the information they collectively contain.

Learning to use a computer is not that hard. This page explains some of the basic terms and ideas of using a computer.

Computer hardware

Hardware refers to all the parts of a computer that you can physically touch—the screen or monitor, the keyboard, the mouse, the DVD player, and all the circuits and other pieces of metal, plastic, and silicon inside the machine's casing.

Computer hardware comes in many different forms. Desktop computers are designed to stay in one place, plugged into a wall socket. They typically have large monitors and a mouse. Laptops are smaller machines that include a keyboard and screen in a single unit that opens and closes like a book. They have rechargeable batteries and so do not need to constantly be plugged into a wall. Some cell phones basically function like small computers. They have screens and keyboards and can connect to the Internet.

Key terms for computer basics:

- Hardware** refers to the parts of a computer that you can physically touch.
- Software** refers to programs and other digital files, the "mind" to hardware's "body."
- Operating system** is the software program that controls all the others.
- Cursor** is the little arrow you move around with your mouse.
- Hard drive** is a piece of hardware that contains information on your computer.

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.

Switch to another World Book Site

- WORLD BOOK DISCOVER
- WORLD BOOK ADVANCED
- WORLD BOOK STUDENT
- WORLD BOOK DÉCOUVERTE
- WORLD BOOK KIDS
- WORLD BOOK INFO FINDER

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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 [Mental Health Services Locator](#).)
- SD Bridge to Benefits (<http://sd.bridgetobenefits.org/>)
- 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.
- Financial education resources (<http://www.fdic.gov/consumers/consumer/moneysmart/adult.html>)
- _____
- _____
- _____
- _____

Working With Your Workforce Center

Webjunction offered a webinar on April 20, 2011 on working with Workforce centers and making better connections for patrons)

Archive linked here: <http://www.webjunction.org/events/webinars/webinar-archives/-/articles/content/116555033>

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.....