

THE ANATOMY OF A GOOD JOB POSTING

OR: How to attract the best candidates through your job ads

LIS
Edition

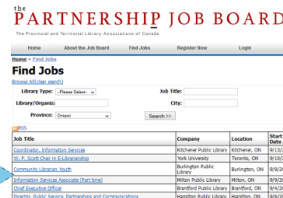
THE CAREERS PAGE

A good job posting begins with how the careers page on the website is formatted. If all the information a job seeker needs about what the position is, where it's located (including branch names where applicable) and when the posting closes are right there on that main page it's easier to identify the positions that are of most interest to them. And for the library/organisation itself it makes it easier for site like INALJ to index your open positions!

What we want to see

- * Job title
- * Date Posted
- * Location
- * Closing Date

This job board has all of key information!



This page would be much improved by the inclusion of posting and closing dates!

Case Studies

External Opportunities
The application process for external opportunities has changed. We are no longer using the online system. Please submit your application via email as per the instructions.
This page is updated weekly, all jobs listed are current and electronic applications welcome.
Job ID# 2020 - Director, Digital Initiatives - Communications and Public Affairs - US\$ 13
Job ID# 2020 - Financial Officer - Retail Services - US\$ 10
Job ID# 2020 - Executive Officer, Advancement - US\$ 10
Job ID# 2020 - Assistant Director, Technical Facilities - US\$ 12
Job ID# 2020 - Staff, Optometrist - Optometry Clinic - US\$ 11
Job ID# 2020 - Lab Instructor/Media Technician - Campus - US\$ 9
Job ID# 2020 - Compensation & Benefits Analyst - Human Resources - US\$ 7
Job ID# 2020 - High Voltage Lab Technologist - Electrical & Computer Engineering - US\$ 7
Job ID# 2020 - Laboratory/Clinic Engineer - Mechanical & Mechatronics Engineering - US\$ 10
Job ID# 2020 - Registered Practical Nurse - Health Services - US\$ 7
Job ID# 2020 - Graduate Financial Officer & Analyst - Graduate Studies Office - US\$ 9

Ensuring your resume is: **Updated** - Important note: To ensure that your application is successfully submitted, please use your cover letter, resume, and any other information into ONE document and have an original file named as: **yourname.doc**, the file should also, above, in .pdf files only. Always include the job opening number, job title and department in the subject line of e-mail submissions. Due to the number of applications received, only applicants who are selected for an interview will be contacted.

THE JOB POSTING

The top candidates take their time writing their applications; they study the job posting and tailor their package (resume, cover letter, portfolio samples, etc.) to highlight their relevant experience and match your language. You can help them out by giving them the best possible job posting, one that is easy to save a copy of, easy to understand, and detailed. The more detail and care you put into a job posting, the better the pool of applicants you will have to select from!

Keys to a good posting:

- * A separate page (preferably a .PDF)
- * Repeat the info from the Career Page
- * List the salary
- * Tell the candidates how you would like them to apply (including file formats!)
- * Summarise the position in a single paragraph
- * Include the following sections:
 - Education/certification requirements (min., pref., assets)
 - Specific skills/knowledge req.
 - * Technical skills, including software experience (pref., assets)
 - Experience that would be an asset
 - Specific aptitude(s) req.
 - * i.e. Good with children
 - Minimum physical capabilities req.
 - * i.e. Standing, lifting etc.
 - Salary/wage information
 - Job responsibilities/duties

Sample Posting



Oxford Mills Public Library

Information Services Coordinator, Main Branch (Full-time)

Posted: 13/9/2013 Closes: 11/10/2013

The Oxford Mills Public Library has an opening for an individual who is committed to providing quality customer service by planning, developing and executing the delivery of our information services. We are especially interested in seeing the development of our extended reference services. The incumbent will report to the Senior Manager, Public Services. You will be responsible for overseeing the daily operations of the Information Services Department, act as a resource to the library system for the development of reference services, support the development of information service programs, and coordinate outreach system-wide. You will provide a high calibre of advanced reference and readers' advisory service to the public, coordinate the maintenance and merchandising of adult collections, and use your excellent knowledge of emerging trends in libraries to create innovative service initiatives. As a professional librarian at OMPL, you will exercise your supervisory skills as leader of a strong Information Services team through effective selection, training, direction, and appraisal of staff and act as the scheduled Person-in-Charge to ensure the smooth operation of the Library system.

Qualifications:

- MLS, MIS or MLIS from an ALA accredited program
- 5-7 years of professional experience, with at least 2 at the supervisory level
- Strong verbal and written communication skills
- Strong supervisory and leadership skills
- Strong planning and organizational skills
- Advanced instructional skills
- Skilled in the use of online resources and technology
- Excellent knowledge in emerging trends in information science, and the ability to translate these trends into service initiatives as appropriate
- Ability to stand and face a computer screen for long periods

Salary Range: \$70,000 - \$85,000/year

How to Apply:

Please forward a cover letter and résumé to:

Human Resources

Email: hr@ompl.org

Please quote "Information Services Coordinator, Main Branch" in the subject line

NO PHONE CALLS.

Responsibilities:

- Oversees/supervises the daily operations of the department by ensuring daily schedules meet minimum staffing requirements and attendance records are maintained
- Develops a strong team through effective selection, training, direction, discipline and appraisal of staff
- Develops policies, procedures and standards for the effective delivery of info. and readers' advisory services. Actively supports pro-active reference and its standards
- Coordinates the maintenance and merchandising of the adult collections at the Main Branch
- Participates in the planning, development, and implementation of info. and readers' advisory services, programs and products
- Follows safe work practices and procedures in support of OMPL's Safety and Health Policy
- Assumes budgetary responsibilities as needed
- Participates as a member on the Collection Management Team in the development of collection development policies and priorities
- Acts as a system-wide resources for info. services

Resources & Credits:

Thanks goes to my Human Relations & Supervision Instructor Dolores Harris-Penner at Mohawk College in Hamilton, ON for teaching me how to identify and build good job postings!

<http://www.jobposting.com> for the Partnership Job Board presented in the case study

<http://www.jobposting.com> for the second case study

The Oxford Mills Public Library & its job posting were created by the author, Lauren Bourgeois on: <http://www.jobposting.com>

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