

LCPL EMPLOYMENT RESOURCES QUESTIONNAIRE

1) Please provide a short description to the questions listed below

Are you currently looking for employment? Yes _____ No _____

If so, how long have you been looking? _____ weeks _____ months

Have you use library materials/services to assist you in your employment search? Yes _____ No _____

If so, which resources do you use?

Are there resources that the library already owns that you think should be changed or improved upon?

Are there resources that you believe the library should add to their collection/computers?

2) Please rate your personal ability next to the skills listed below using:

Very Good Good Average Poor Very Poor

1) Writing a Resume: Very Good _____ Good _____ Average _____ Poor _____ Very Poor _____

2) Writing a Cover Letter: Very Good _____ Good _____ Average _____ Poor _____ Very Poor _____

3) Searching the Web for Jobs: Very Good _____ Good _____ Average _____ Poor _____ Very Poor _____

4) Filling out applications: Very Good _____ Good _____ Average _____ Poor _____ Very Poor _____

5) Phone Interview Skills: Very Good _____ Good _____ Average _____ Poor _____ Very Poor _____

6) Face-to-face
Interview Skills: Very Good _____ Good _____ Average _____ Poor _____ Very Poor _____

7) Overall Computer Skills: Very Good _____ Good _____ Average _____ Poor _____ Very Poor _____

8) Where have you been
looking for work?

Newspaper _____ Computer _____ Family/Friends _____ Unemployment Office _____

Other (please describe) _____