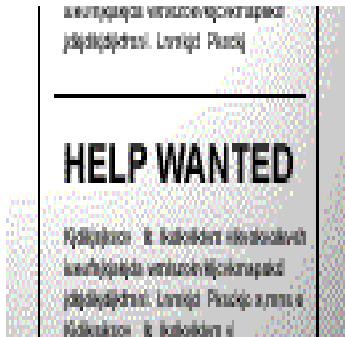


**TAKING THE FEAR OUT OF
ONLINE JOB APPLICATIONS**

February 2009



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WHAT IS THIS PROJECT?

G: Goal

The purpose of this project is to develop a handout to provide Adult job-seekers assistance when coming into the library to complete online applications.

Patrons are coming into the library and struggling in all aspects of the process. However, the staff's ability to help them complete an application is limited due to the time involved in the transaction.

R: Results

Before, developing this project idea, I noted the type of questions that I had been asked by patrons. After brainstorming with management, I developed a list of ideas. I settled on developing this guide because I felt it was most needed at this time. I did online research to see what others may have done and reviewed resume books. I also spoke with patrons about the issues they face in using computers at the library.

O: Options

In completing this project, I looked to see what resources we already had in our system (setting up an email account and the list of organizations and websites for the job-seeker). I decided to add them into the guide, because they were readily available and because they had already been used with success by our patrons. I examined several resume books and job websites to come up with a simple job history format and tried to personalize it in order to make it less intimidating. During this process, I had a patron ask me to write down all of the steps to log into a library computer. After doing that, I decided to include the instructions in this guide as a potential handout.

W: What I Learned

I learned how to develop an idea and bring it to completion. I considered the patrons needs and how best to put

information together for the patron. I also learned how to add features and narration to powerpoint.

TH(rive):

I would not rate myself on the Pecha Kucha. It was the first time that I did a powerpoint narration and it shows. I did enjoy trying the narration feature and would like to include music for future presentations. Due to copyright concerns, I didn't try to pursue it. Photostory was a possibility, so I took the online training and downloaded it to my computer. In trying to use it, I realized quickly that you first have to make the slides in powerpoint and then transfer them to photostory. At that point, I learned that it didn't have any advantage over powerpoint.

My primary position going into the project was to come out with a product that was useful in my Branch. I think having a complete guide and stand alone handouts, I have accomplished that. I am looking forward to testing them out.