

# Career Coaching Services

## OUR FALL WORKSHOPS AND SPEAKERS

Here's a look back at some of the programs we featured last Fall:

### SPEAKER SERIES OCTOBER 2023

**'USING AI FOR CAREER RESOURCES'** - Presented in-person at the Scarsdale Public Library, participants viewed an interactive demonstration of how AI can be used to aid in job search tasks such as resumes and cover letters, as well as an overview of the capabilities of AI generative systems. Jacob Adler, Metadata/Cataloging Librarian at Bronx Community College Library, gave the presentation. He has been investigating the possibilities of generative systems since late 2022.

### WORKSHOPS NOVEMBER 2023

**'UNLEASHING CAREER OPPORTUNITIES THROUGH NETWORKING' WORKSHOP** - Participants at this in-person presentation at the Greenburgh Public Library learned how to enhance their job search and strengthen their network.

**'FIGHTING AGEISM' WORKSHOP** - This in-person presentation at the Ossining Public Library discussed age bias and delved into methods to defeat it.

## NEW TEEN WORKSHOPS COMING SOON!

**'CRAFTING YOUR TEEN RESUME'**, in person at the New Rochelle Public Library on February 20th from 2pm–3pm. This workshop, designed specifically for teens and led by a professional academic coach, will help you craft a winning resume that will get you noticed! Register here: <https://bit.ly/3NSPVUk>

**'FIRST RESUME'**, in person at the Larchmont Public Library on March 6th from 11:30am – 1:30pm. Attend this in person workshop with a professional job coach to create an effective resume that will make an impression! Come with your academic and extracurricular activities, and leave with a resume. For grades 9 through 12. Register here: <https://bit.ly/429PTgP>

## CAREER ENHANCEMENT RESOURCES

Online learning platforms can help you build skills, gain knowledge, strengthen your resume, and advance your career. Recommended sites include [LinkedIn Learning](#), [tutor.com](#), and [coursera](#).

## INTRODUCING OUR NEW CAREER COACHING SERVICES WEBSITE!

Explore our new website! It's filled with articles, guides, and tools to empower your successful career journey. From resumes and interviewing to networking effectively, we've got you covered. Whether you're a recent graduate, career professional, or seasoned executive, we have the tools to guide you towards success. Stay updated with the latest employment and career trends. Read about our seminar and workshop offerings, and register for events as well. Start your search here: [www.wlscareercoachingservices.org](http://www.wlscareercoachingservices.org)



### NEW SEMINAR DATE!

Our most popular seminar, **"Managing Your Career in Changing Times,"** will be offered beginning on Tuesday, February 27th, 2024, from 10:30am to 12:00pm. Advanced registration required.

Facilitated by a professional career coach, this six-week seminar meets virtually once a week for 90 minutes, and concludes with an individual career coaching session. Providing career strategies for individuals to:

- Build self-awareness to clarify your career direction
- Explore career alternatives
- Learn about the latest job search trends including:
  - Resumes
  - Interviewing
  - LinkedIn

**A virtual orientation with the career coach is required prior to the seminar. Registration is limited.**

**Don't wait, register today!**

<https://bit.ly/3vpdHRE>

*"If opportunity doesn't knock, build a door."*

— Milton Berle

## CAREER COACHING SERVICES (CCS)

WLS offers specialized programs with trained professionals to guide you in your career path. Career Development virtual seminars, interactive workshops, and career-related speaker events are offered throughout the year facilitated by professional career coaches. Seminars provide career strategies to build self-awareness to clarify career direction, explore career options and alternatives, learn about latest job search trends, and develop career goals.

## OUR MISSION

The mission of the Westchester Library System (WLS) is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries.

Career Coaching Services  
Westchester Library System  
570 Taxter Road, Suite 400  
Elmsford, NY 10523  
914-231-3238

wlscareercoachingservices@wlsmail.org



# ARE YOU REALLY GOOD AT JOB INTERVIEWING?

By ALEX FREUND



Job interviewing is an act. Yes, you are the actor, and both sides know the rules: You, who are one of the candidates for the position, are doing your best to convince the interviewer you are the ideal candidate. The interviewer, who is the audience, has choices, is an independent thinker and often skeptic, and needs evidence and proof before buying everything you want to sell. (Please pardon the mixed metaphor.)

The winner in this competition is not only the individual who, on the positive side, has good answers but also the one who, on the negative side, does not make mistakes. So let's look at both of those issues.

### What are positive factors in an interview?

- Without being specific, an interviewer's number one concern is whether you'd *fit into the company's culture*. This is a loaded subject because the decision is subjective. The candidate should attempt to find out as much as possible about the company's culture by talking to present and past employees and should then display to the extent possible the traits for a good fit into the culture.
- The other factor weighing heavily on the interviewer's mind is the *image you create*. A candidate who exhibits a great deal of *passion and excitement* as well as *specific knowledge about the company* seems very attractive. More ways to give a positive impression are via *general appearance, attire*, and, above all, *a natural smile*. Regardless of geographic location, language, or culture, a smile means the same thing around the globe.

### What are negative factors in an interview?

- *Lack of confidence* is an interview killer. If you're not sure of yourself, or you don't have specific examples, or you're winging many of your answers, the interviewer will probably not be very impressed. Your body language will instantly reveal the truth, and both parties are thinking the same thing without talking about it.
- Certain things are universally considered gauche and should be strictly avoided—for example, *being late or smelling of nicotine or strong perfume, dressing improperly, chewing gum, or the ringing of your cell phone in the middle of the interview*. Any of those could be detrimental. And there are other ways a candidate can disenchant the interviewer—for example, *denigrating a previous employer, voicing strong opinions, being caught lying, pointing out where the interviewer is wrong about something, or making the interviewer feel bad—about anything*.

So, in summary, what is the **holy grail of the interview process? The answer is, it depends, because a large portion of the decision-making process is subjective** and hinges on the interviewer's consciousness, past experiences, personal culture, and intellectual world. What I've learned from performing job interview coaching for several years is that the most important success factors are extensive preparation via mock interviewing and the building of self-confidence. Both of those are instantly evident to an interviewer.

**Known as "The Landing Expert," Alex Freund helps his clients improve their interview performance by removing fear so they can feel confident during the process. For the last 16 years, Alex has helped more than 1300 clients ranging from managers to CEOs in a variety of industries.**

**Alex is volunteering and active in several job-search networking groups where he is an occasional presenter. He teaches via his workshops on interviewing, resumes, LinkedIn, Value Proposition, Personal Branding and Personal Marketing.**