



Maryanne Vigneaux/Lib
10/15/2002 02:00 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, October 15, 2002, Number 1311

OPEN SESSIONS TO DISCUSS STRATEGIC PLAN: (From Chris)

Over the spring, summer, and early fall, Director's Council and the Steering Committee worked on the 2002/03 version of the strategic plan. These two groups will take a last look at the plan on October 23. It will then be distributed to the entire staff for discussion.

Members of Director's Council and Steering Committee will host three open meetings on:

Mon., Oct. 28	2:30 - 3:30 pm
Wed., Oct. 30	9:30 - 10:30 am
Fri., Nov. 1	9:00 - 10:00 am

I encourage everyone to attend one of these sessions and to share your thoughts on both the general direction the plan charts and on particulars.

NEWS FROM PERSONNEL:

The Library would like to welcome three new professional staff members; all of them will start work on October 24, 2002.

Fang Peng - SL-2, Copy Cataloger in Technical Services. Fang Peng has several years of library experience working at the Kunming Metallurgy College Library in China, along with excellent computer and database administration skills.

Elissa Daub - SL-2, Special Collections/Gifts Assistant. Elissa Daub has worked at Binghamton University Library in both the Reserve Reading Room and in the Special Collections Department.

Anthony Bozzanca - SL-2, Music Library Instructional Support Associate/Audio Engineer. Anthony Bozzanca has strong computer and graphic design skills, along with significant sound recording experience.

INTERVIEWING SKILLS WORKSHOP: (From Germaine)

This program is designed for State and RF managers, Search Committees and those responsible for interviewing candidates. This program will include:

- Preparing for an interview
- Setting the tone for a successful interview
- Avoiding discrimination and illegal questioning
- Gathering appropriate, job related information from the candidate
- Closing the interview
- Documenting the interview
- How to write a Resume Screening document
- How to write your interview questions to get answers you need
- Legal and illegal interview questions

DATE: October 16, 2002 TIME: 9:00-1:00

TO REGISTER: Contact Denise Gross @2-4501

<http://www.stonybrook.edu/hr>