



# California Department of Justice

## Supervising Librarian I

### Training and Experience Questionnaire

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This Training and Experience (T&E) Questionnaire is the examination for the classification of Supervising Librarian I. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Supervising Librarian I position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 6 sections:

- Reference and Research
- Collection Development
- Cataloging and Classification
- Research Training
- Professional Development
- Database Management/Technical Skills

The T&E Questionnaire is the sole component of the Supervising Librarian I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Ellen Hickerson  
Testing and Selection Unit  
(916) 322-9761  
Ellen.Hickerson@doj.ca.gov

## How to take a T&E

### **What is a T&E?**

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

### **How do I rate myself?**

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
  - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
  - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
  - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
  - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
  - Read the questions and the response options carefully. Consider all your relevant training and experience.

### **How do I choose which rating best represents me?**

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
  - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
  - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

# Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application by **November 15, 2011**, to be considered for this examination process.

The completed Training and Experience Questionnaire, Examination Application (Form STD 678), and General Instructions/Affirmation must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing & Selection Unit  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing & Selection Unit  
1300 I Street, 1st Floor Lobby  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name (printed): \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## **Task Area 1: REFERENCE AND RESEARCH**

Supervising Librarians in the Department of Justice are required to provide library-related reference and research assistance to department employees using traditional hard-bound research materials and modern computer-based databases, search, and lookup techniques.

For each of the tasks below, indicate a) how much training, education and experience you possess, b) how important the task was to your previous job, and c) how recently you performed the task on a regular basis. For each scale, select only one answer.

### **1-1. Provide library-related reference and research assistance using traditional hard-bound research materials.**

**Regarding Task 1-1, above, which one of the following BEST describes your training or experience?**

Provided this assistance as a librarian for attorneys or law faculty at a public sector agency, law firm, academic, corporate, or public law library.

Provided this assistance as a librarian at a public sector agency, academic, public, or other library that was not a law library.

Provided this assistance as a library assistant, intern, or volunteer for attorneys or law faculty at a public sector agency, law firm, academic, corporate, or public law library.

Provided this assistance as a library assistant, intern, or volunteer at a public sector agency, academic, public, or other library that was not a law library.

I have not provided this assistance formally but I have training from library school and can do it.

**Regarding Task 1-1, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 1-1, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

**1-2. Provide library-related reference and research assistance using computer-based databases.**

**Regarding Task 1-2, above, which one of the following BEST describes your training or experience?**

Provided this assistance as a librarian for attorneys or law faculty at a public sector agency, law firm, academic, corporate, or public law library.

Provided this assistance as a librarian at a public sector agency, academic, public, or other library that was not a law library.

Provided this assistance as a library assistant, intern, or volunteer for attorneys or law faculty at a public sector agency, law firm, academic, corporate, or public law library.

Provided this assistance as a library assistant, intern, or volunteer at a public sector agency, academic, public, or other library that was not a law library.

I have not provided this assistance formally but I have training from library school and can do it.

**Regarding Task 1-2, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 1-2, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

**1-3. Conduct comprehensive reference interviews to determine the needs of the person you are assisting.**

**Regarding Task 3, above, which one of the following BEST describes your training or experience?**

I have performed this task independently with little supervision.

I have performed this task as a member of a team, under the supervision of others.

I have not performed this task formally, but I have training and would be able to do it.

I have not performed this task formally, but I am willing to learn.

**Regarding Task 1-3, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 1-3, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

## **Task Area 2: Collection Development**

Supervising Librarians at the Department of Justice review publishers, brochures, and online websites to make recommendations for additions to the department library collection.

For each of the tasks below, indicate a) how much training, education and experience you possess, b) how important the task was to your previous job, and c) how recently you performed the task on a regular basis. For each scale, select only one answer.

### **2-1. Analyze library collection needs to arrive at acquisition decisions regarding publications the library should purchase or services the library should provide.**

**Regarding Task 2-1, above, which one of the following BEST describes your training or experience?**

I have performed this task independently with little supervision.

I have performed this task as a member of a team, under the supervision of others.

I have not performed this task formally, but I have training and would be able to do it.

I have not performed this task formally, but I am willing to learn.

**Regarding Task 2-1, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 2-1, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

## **Task Area 3: Cataloging and Classification**

Supervising Librarians at the Department of Justice are required to have the knowledge of established techniques for classifying and cataloging materials.

For each of the tasks below, indicate a) how much training, education and experience you possess, b) how important the task was to your previous job, and c) how recently you performed the task on a regular basis. For each scale, select only one answer.

### **3-1. Classify library-related materials using the Library of Congress, Dewey Decimal, or other recognized classification system.**

**Regarding Task 3-1, above, which one of the following BEST describes your training or experience?**

Performed this work as a lead cataloging librarian

Performed this work as a librarian serving under a lead cataloging librarian.

Performed this work as a library assistant or as a library intern.

Performed this work for a class while in library school.

I have not had the opportunity to perform this work but I have the training and could do it if I had to.

I have not had the opportunity to perform this work but am willing to learn.

**Regarding Task 3-1, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 3-1, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

**3-2. Catalog library-related materials, using AACR2 or other cataloging rules.**

**Regarding Task 3-2, above, which one of the following BEST describes your training or experience?**

Performed this work as a lead cataloging librarian

Performed this work as a librarian serving under a lead cataloging librarian.

Performed this work as a library assistant or as a library intern.

Performed this work for a class while in library school.

I have not had the opportunity to perform this work but I have the training and could do it if I had to.

I have not had the opportunity to perform this work but am willing to learn.

**Regarding Task 3-2, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 3-2, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

## **Task Area 4: RESEARCH and TRAINING**

Supervising Librarians at the Department of Justice provide library orientations and training to department employees relating to resources and research methods and draft and publish newsletters and research guides in print and digital formats.

For each of the tasks below, indicate a) how much training, education and experience you possess, b) how important the task was to your previous job, and c) how recently you performed the task on a regular basis. For each scale, select only one answer.

### **4 -1. Conduct one-on-one training for library users on research methods and resources.**

**Regarding Task 4-1, above, which one of the following BEST describes your training or experience?**

I have performed this task independently with little supervision.

I have performed this task as a member of a team, under the supervision of others.

I have not performed this task formally, but I have training and would be able to do it.

I have not performed this task formally, but I am willing to learn.

**Regarding Task 4-1, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 4-1, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

**4-2. Conduct training for groups of library users on research methods and resources.**

**Regarding Task 4-2, above, which one of the following BEST describes your training or experience?**

I have performed this task independently with little supervision.

I have performed this task as a member of a team, under the supervision of others.

I have not performed this task formally, but I have training and would be able to do it.

I have not performed this task formally, but I am willing to learn.

**Regarding Task 4-2, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 4-2, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

**4-3. Create library pathfinders, research guides, and/or handouts in print format to assist library users with independent research.**

**Regarding Task 4-3, above, which one of the following BEST describes your training or experience?**

I have performed this task independently with little supervision.

I have performed this task as a member of a team, under the supervision of others.

I have not performed this task formally, but I have training and would be able to do it.

I have not performed this task formally, but I am willing to learn.

**Regarding Task 4-3, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 4-3, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

**4.4. Create library pathfinders, research guides, and/or handouts in electronic format to assist library users with independent research.**

**Regarding Task 4-4, above, which one of the following BEST describes your training or experience?**

I have performed this task independently with little supervision.

I have performed this task as a member of a team, under the supervision of others.

I have not performed this task formally, but I have training and would be able to do it.

I have not performed this task formally, but I am willing to learn.

**Regarding Task 4-4, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 4-4, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

## **Task Area 5: PROFESSIONAL DEVELOPMENT**

Supervising Librarians at the Department of Justice are required to maintain current awareness of developments in the library and law library fields, including current technology advancements.

To respond appropriately, select **each** option below that accurately represents your training and experience.

**5.1 Which of the following have you completed in the past year to keep informed of new developments in library and information science? Mark all that apply.**

**Attended training or workshops given by:**

American Association of Law Libraries, Special Libraries Association or a local chapter thereof

American Library Association or other library organization

Other: Please specify: \_\_\_\_\_

**Participated in meeting(s), committee(s), or other activities with:**

American Association of Law Libraries, Special Libraries Association or a local chapter thereof

American Library Association or other library organization

Other professional organization. Please specify: \_\_\_\_\_

**Read professional library publications:**

Law Library Journal

AALL Spectrum

Library Journal

American Libraries

Law Librarian Blog

3 Geeks and a Law Blog

Other: Please indicate: \_\_\_\_\_

## **Task Area 6: DATABASE MANAGEMENT/TECHNICAL SKILLS**

Supervising Librarians at the Department of Justice are required to carry out various assignments which require the knowledge and use of personal computers and various computer systems in order to write, conduct research, enter, store and retrieve data for the purpose of supporting the library.

For each of the tasks below, indicate a) how much training, education and experience you possess, b) how important the task was to your previous job, and c) how recently you performed the task on a regular basis. For each scale, select only one answer.

### **6-1. Develop and/or maintain database(s) to track information and generate reports.**

**Regarding Task 6-1, above, which one of the following BEST describes your training or experience?**

- I have performed this task independently with little supervision.
- I have performed this task as a member of a team, under the supervision of others.
- I have not performed this task formally, but I have training and would be able to do it.
- I have not performed this task formally, but I am willing to learn.

**Regarding Task 6-1, above, how important was providing this service in your previous work?**

- It was critical. If I couldn't do it perfectly, I could not do the job.
- It was very important. If I couldn't do it well, I could not do the job.
- It was moderately important. If I couldn't do it acceptably, I could not do the job.
- It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 6-1, above, how recently did you work in a job or receive training related to the service described?**

- I performed this work less than 1 year ago.
- I performed this work more than 1 year ago, but less than 2 years.
- I performed this work more than 2 years ago, but less than 3 years.
- I performed this work more than 3 years ago but less than 4 years.
- I performed this work more than 4 years ago, but less than 5 years.
- I performed this work 5 or more years ago.

**6.2 Use computer programs, systems, and databases to perform professional library functions.**

**Regarding Task 4-1, above, which one of the following BEST describes your training or experience?**

I have performed this task independently with little supervision.

I have performed this task as a member of a team, under the supervision of others.

I have not performed this task formally, but I have training and would be able to do it.

I have not performed this task formally, but I am willing to learn.

**Regarding Task 6-2, above, how important was providing this service in your previous work?**

It was critical. If I couldn't do it perfectly, I could not do the job.

It was very important. If I couldn't do it well, I could not do the job.

It was moderately important. If I couldn't do it acceptably, I could not do the job.

It was not important. Even if I made mistakes, it would not dramatically affect performance.

**Regarding Task 6-2, above, how recently did you work in a job or receive training related to the service described?**

I performed this work less than 1 year ago.

I performed this work more than 1 year ago, but less than 2 years.

I performed this work more than 2 years ago, but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago, but less than 5 years.

I performed this work 5 or more years ago.

**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE**

**Please submit this document along with any other required documentation  
per the instructions on page 3.**