



Employability Skills

University of Westminster

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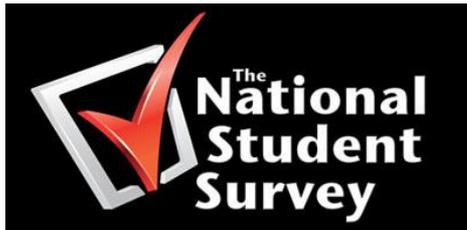
Who we are?

- Post-1992 University
- 22,000 students:
 - Over 5000 international students
 - 4 campuses



Why we do it?

- £9,000 (approx €11,500) tuition fees per year
- 4 libraries (one in each campus)
- National Student Survey rating

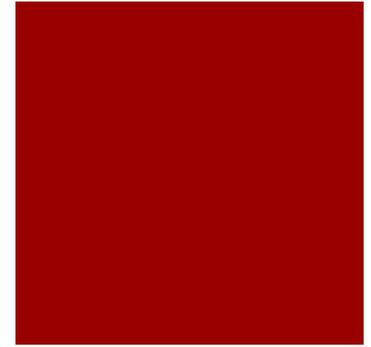


- Career paths
- Libqual – library survey
(students relate better to fellow students)
- Money savings:
 - £9.40/h (students) vs. £16.00/h (library assistants)



How we do it?

- Leadership team meetings (how many we need per campus)
- Establishing budget (£85,000 per year)
- Liaising with 'Talent Bank' about recruitment strategy
- Use of social media to raise awareness
- Posters in the library



Recruitment and selection

- Talent bank: 1st round
- Shelving test:
 - attention to details
 - knowledge of Dewey and of library
- Interview
- Feedback

DDS



DEWEY DECIMAL SYSTEM

The Ten Main Classes

000 GENERAL WORKS
100 PHILOSOPHY
200 RELIGIONS
300 SOCIAL SCIENCES
400 LANGUAGES
500 NATURAL SCIENCE
600 TECHNOLOGY
700 ARTS/RECREATION
800 LITERATURE

X. Tucker 09/00

SELECTED TOPICS

| | | | |
|----------------------------------|-------------------|------------------|-----------|
| 000 GENERAL WORKS | Encyclopedias | Publishing | |
| | Computers | | |
| | General Reference | UFOs | Libraries |
| 100 PHILOSOPHY (Thinking, Ideas) | Ethics | Learning | ESP |
| | Psychology | Paranormal | Zodiac |
| 200 RELIGIONS | The Bible | Mythology | |
| | Buddhism | | |
| | Christianity | Other Religions | Judaism |
| 300 SOCIAL SCIENCES | Family Life | Armed Forces | Folk |
| Tales | Government | Transportation | Holidays |
| | Laws | Education | |
| | Almanacs | | |
| 400 LANGUAGES | English | Grammar | |
| | Dictionary | | |
| | Other Languages | Reading Skills | |
| | Thesaurus | | |
| 500 NATURAL SCIENCE | Mathematics | Chemistry | Rocks |
| | Astronomy | Atoms, Molecules | Animals |
| | Electricity | Weather | Plants |
| 600 TECHNOLOGY (Applied Science) | Parts of the Body | Medicine | Pets |
| | Foods, Nutrition | Cloning | |
| | Inventions | Motorcycles | Airplanes |
| | Cars | | |
| 700 ARTS AND RECREATION | Painting, Drawing | Arts and Crafts | Music |
| | Sports, Games | Photography | Hobbies |

Training and development

- Manual handling
- Customer service
- IT skills
- Team building
- Coaching and mentoring approach to time management (time keeping, goal setting, motivation, service levels, values)





Thank you!