

Hiring New Employees Process Guidelines

Librarian Positions

Note: The CLiC Board has granted the Executive Director authority to manage the employee hiring process. The Board has also granted the Executive Director exclusive permission to offer employment. All CLiC employees have at-will status.

1. Preparation
 - Gain Board approval to repost
 - Set salary
 - Set time table
 - Determine (with Board input) hiring committee
 - Check with MSEC for any recommendations or new information since previous hiring process (if more than one year since previous process)
 - Review candidate rejection and acceptance letters
 - i. First screening, after phone interviews, final interview letters
2. Review and update job description
3. Job application
 - Check with MSEC that we are using most current version
4. Create job advertisement
5. Post job advertisement
 - The CLiC web site:
 - i. Include Job Description, Affirmative Action form, and Job Application form
 - ii. Refer to documents on web site on job advertisement
 - Colorado job line
 - CLiC-L and Libnet
 - National: American Libraries online
 - Local: local papers per location of position
6. Committee preparation
 - Update resume and application review form; phone interview rubric, and in-person evaluation rubric
 - Update phone interview, reference, and in-person questions
 - Decide on which hiring process will be used:
 - i. separate candidate interviews on separate days
 - ii. group interview process on one day
 - Decide if non-committee members (i.e., CLiC staff, CSL staff) will be invited to the in person interviews.

- Review with committee, legal and illegal questions and other applicable employment laws

7. Application review

- Executive Director does a first pass to remove applicants who do not meet minimal job requirements (i.e., education, experience, etc.)
- Resumes and job applications distributed to committee with copies of the rubric
- Committee members rank applicants and committee decides among highest ranking applicants which will receive phone interviews
- Candidates rejected at this stage will receive a first screening rejection letter

8. Phone interviews

- Select a 2 members of committee members to do phone interviews with the applicant
- Arrange conference calls
- Use rubric to rank candidate phone interview responses
- Based on ranking, subcommittee will choose which members receive personal invitations

9. In-person interview process

- Arrange date with full committee and applicant
- Send candidate packet the latest versions of:

– Board minutes	– Director’s Report	– Annual Report
– Annual plan	– Budget	– Brochures
– Other CE materials	– Sample consultants monthly report	– Travel reimbursement form
– Members of search committee	– Other pertinent information	– Fair credit reporting form
– Candidate presentation information		
- Arrange transportation, hotel, etc (if outside Denver area)
- Find a location that is friendly and interruption free
- Candidates should fill out background check approval form
- Include a social interaction, candidate presentation information, formal question period, a chance for candidate to ask question, and a time to meet one-on-one with executive director
- Committee fills out candidate rubrics

10. Committee makes a recommendation to Executive Director

- Executive Director alone can make an offer and negotiate terms
- After candidate acceptance,

- i. Conduct suitable employment screening (Criminal, Driving) through MSEC only on selected candidate
 - ii. Send final rejection letters to non-selected candidates from the phone interviews
 - iii. Contact in person candidates by phone
 - iv. Send letter of acceptance
- Note: every two years recheck “employment offer letter” with lawyer
 - Gather all committee paperwork, including handwritten notes for the file

11. On new employees first day

- Assist them with filling out new employee packet
- Fill out “affirmation” of legal status document
- Assign a staff mentor to assist during orientation and training
- Attempt to hold a staff meeting as soon as possible after first day