

## **RECRUITMENT AND SELECTION POLICY**

### **GENERAL POLICY**

The Beloit Public Library recruits and selects qualified persons for positions with the Library, including full-time, part-time, casual, and limited term appointments. Recruitment and selection shall be conducted in a manner to insure open competition, provide equal opportunity, and prohibit discrimination based on race, age, religion, color, disability, sex, marital status, arrest or conviction record, sexual orientation, national origin, or other criteria protected by State and Federal law.

### **AFFIRMATIVE ACTION**

The Beloit Public Library has an Affirmative Action/Equal Opportunity Policy that directly affects the Recruitment and Selection Policy.

### **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) prohibits discrimination in all stages of the employment process. This includes job application procedures, hiring, promotion, discharge, compensation, job training and other terms, conditions and privileges of employment.

Applicants may identify any special accommodations required during the interview process on the Supplemental Application Information form. However, the ADA prohibits employers from requiring pre-employment examinations or making certain inquiries. The employer may inquire into the ability of an applicant to perform job-related functions and make an offer of employment contingent upon the successful completion of a medical examination. All information obtained from the medical examination must be kept confidential. Once an applicant has been hired, an employer may not make any inquiry as to the existence, nature or severity of a disability unless such inquiry is job related and consistent with business necessity.

### **EMPLOYMENT OF RELATIVES**

Relatives (including relation by marriage) of Library employees, Library Board, and City Council members will be considered for positions on the same basis as other applicants. Such applicants will not be given favored treatment, nor discriminated against because they have a relative employed by the Library or serving on the Library Board or City Council. It shall be a violation of this policy, however, for an employee to be involved in any way in a selection process where the employee's relative is an applicant.

Relatives shall not be in a supervisor-subordinate relationship. This includes both direct supervision and indirect supervision as a result of a vertical relationship on the organization chart of the Library. Persons who become in violation of this policy through marriage or promotion must resolve the conflict by transfer when an appropriate position becomes open.

Further, relatives employed by the library will normally not be assigned within a department to duties having direct work contact. Should the status of employees within the same department

change subsequent to appointment due to marriage or promotion, the Library Director reserves the right to review the working relationship between the two relatives to determine whether or not their daily work contact could pose a problem or a concern for the Library. Employees who become related subsequent to appointment will have an obligation to notify the Library of the new relationship. The Department Head, in consultation with the Library Director, may require reassignment should it be determined that the working relationship could affect operations, and one or both may be reassigned to other duty assignments, shifts, or work schedules without adverse impact on the employee's compensation or benefits.

## **RECRUITMENT**

Recruitment is tailored to the position to be filled and is directed at sources most likely to yield qualified candidates, including qualified minorities. Recruitment may include any or all of the following steps:

1. **Job posting.** All job openings are posted internally and publicly.
2. **Review of applications on file.** The Library receives unsolicited applications on an ongoing basis. Applications remain in an active file for six months following receipt. When a position becomes available, the Library will screen applications on file and consider those that may be qualified.
3. **Advertising.** If the Library determines there is a need to do so, the position(s) will be advertised in the local media. When local coverage will not provide a reasonable number of qualified applicants, area and regional newspapers or appropriate websites will be used. For specialized and professional positions, professional journals or appropriate websites will be added.

## **TESTING**

Any tests to be required of applicants must be job related and must be approved in advance by the Library. Federal Uniform Guidelines on Employee Selection, The Americans with Disabilities Act, the Civil Rights Act of 1991 and other applicable State and Federal laws which may impact a testing process must be strictly observed.

## **INTERVIEWS**

1. **Telephone Interviews.** Where appropriate, telephone interviews will be used to further screen applicants.
2. **In-house Interviews.** In-house interviews will be conducted with finalists for the position. Except in extremely rare circumstances, more than one candidate must be interviewed. In no case may a "hand-picked" candidate be rushed through the selection process in violation of the Library's policy of open recruitment and equal opportunity.
3. **Interview Expenses.** Applicants who are called to interview for managerial or professional positions may be reimbursed for all or part of reasonable expenses

incurred in conjunction with the interview including travel, meals and overnight accommodations.

4. **Reference Interviews.** Reference interviews will be completed by the Library as part of the interview process.

## **SELECTION**

### **Selection issues include:**

1. **Background checks.** Verification of driver's license, criminal checks, etc., will be coordinated by the Business Manager.
2. **Salary.** In the case of Union positions, salary is determined by contract, with no exceptions allowed. In the case of non-union positions, salaries are established within ranges. New employees will generally start at the range minimum.
3. **Offer of employment.** The official offer of employment will be made in writing by the Library Director. The written offer of employment for the Library Director will come from the Library Board President.
4. **Notification of unsuccessful candidates.** Once the position has been filled, the Library will notify all unsuccessful candidates.
5. **Adding new employees to the payroll.** There are several steps involved in adding new employees to the Library payroll, and various types of paperwork required. No employee shall be added to the payroll until all paperwork is in. In the case of employment of minors, no minor is allowed to start work until a work permit is on file.

## **TEMPORARY EMPLOYEES**

Temporary employees may be used to fill in for vacation and illness, to bridge the gap when positions turn over, and to complete short-term projects when appropriate.