

NEW LIBRARY DIRECTOR HIRING PROCESS

... in order to avoid giving prospective candidates an unfair advantage, ask them to leave the meeting during this discussion, so that the board can focus on keeping things legal and fair

FIRST:

The mission of the Conrad Public Library is to provide services, spaces, and experiences that encourage literacy, inspire curiosity, and strengthen community. "What are the top 3-5 most important things this position contributes to the mission of the library?"

- 1.
- 2.
- 3.
- 4.
- 5.

HIRING PLAN:

- review job description
- set salary range
- establish advertising/targets/deadlines/materials for applications
 - advertise internally to all City of Conrad employees (cover letter, resume, ...)
 - advertise externally to the public (application, cover letter, resume, references, ...)
- choose a selection committee:
 - Conrad Library trustees (at least 2), City of Conrad mayor or councilperson (1), Pondera County commissioner (1), and current Library Director (1)

SELECTION PROCESS:

- review applications (20% of scoring per City's policy manual)
- conduct interviews (80% of scoring per City's policy manual)
 - Draft interview questions:
 - 1) Please tell us about your background, including your education, work experience, special skills, and knowledge.
 - 2) Why are you interested in this position?
 - 3) What is the biggest challenge you've had to deal with on the job?
 - 4) What is your proudest achievement?
 - 5) How would you define your supervisory style?
 - 6) How do you feel about managing projects, while working within budgets and timelines?
 - 7) Why are you the best candidate for this position?
 - 8) If hired, when would you be ready to start?
 - 9) What would you like to tell us that we have not asked?
 - 10) Do you have any questions for us?
- present hiring recommendation to the Library Board

APPOINTMENT AUTHORIZATION:

- review [and approve] hiring recommendation with the entire board at a regular meeting
- offer letter sent (salary, terms, and start date)
- public announcement of the new director