Checklist for Hiring a Library Director

1. Form a search committee. You may wish to include:

   Trustees
   Librarians from area towns of a similar size
   Town manager, First selectman, etc.

2. Develop or update a detailed job description of the position.

3. Review salary schedule.

4. Compose advertisement. Be sure to include:

   Job title
   Brief description of job
   Requirements
   Salary, benefits
   Where to respond
   Deadline

5. Place advertisement.

6. Acknowledge receipt of applications.

7. Compose interview questions. You may include:

   Situational questions
   Questions specific to your community
   General questions (i.e. What are your strengths, weaknesses?)

8. Prepare information packet for candidates. You may include:

   Facts on library staffing, collection, budget, circulation, programs, etc.
   Facts on community (population, industries, etc.)
   Job benefits, hours, etc.
   Job description

9. Review applications and select candidates to be interviewed by search committee.

10. Schedule and conduct interviews.

11. Check references of top candidates.
12. Recommend top candidate(s) to be interviewed by library board.

13. Library board offers position to candidate of their choice.

14. Inform all candidates that a decision has been made

Mary Engels, 05/24/2013