# *Hiring a New Library Director* CHECK LIST COSLA logo

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| KEY GOALS & Activities for the new Director (What the board hopes to achieve with the new director; related to the Library’s strategic plan; short, top priority list.) |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

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| CHECKLIST RESOURCES  |
| [ ]  | REVIEW/UPDATE Strategic Plan | [Resource list from WebJunction](http://www.webjunction.org/content/dam/WebJunction/Documents/pennsylvania/Strategic-Planning8.pdf) |
| [ ]  | Create HIRING PLAN:  | [Wyoming Practical Guide](http://will.state.wy.us/ldo/boards/GuideToFindingTheRightLibraryDirector.pdf), [Massachusetts Director Search Process](http://mblc.state.ma.us/advisory/trustees/director_search.pdf), [Connecticut State Library Hiring Checklist](http://tnlibtrustees.pbworks.com/f/Hiring%2Ba%2BLibrary%2BDirector%2BChecklist%2B%28Connecticut%29.pdf); [Montana Trustee Handbook p. 28-32.](http://msl.mt.gov/library_development/For_Trustees/Trustee_Manual/trusteemanual.pdf) |
| [ ]  | * Update & approve JOB DESCRIPTION
 | [ALA JobList](http://joblist.ala.org/?gclid=CLic3Y3ajLcCFYF7QgodNzMAiA)., [ARSL (rural/small) job board](http://arsl.info/category/jobs/), [O\*Net job info database](http://www.onetonline.org/link/summary/25-4021.00), [Wisconsin Trustee Handbook (see p. TE5-5-8)](http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/handbook.pdf) [Idaho State Library Results Oriented Job Description](http://libraries.idaho.gov/page/components-performance-management) Sample Job Description  |
| [ ]  | * Establish SALARY RANGE
 | [US Dept. of Labor job information](file:///C%3A%5CUsers%5Csteph_000%5CDownloads%5Conetonline.org) |
| [ ]  | * Determine any PREFERENCES for hiring
 | Check with [state labor office](http://www.dol.gov/whd/contacts/state_of.htm)  |
| [ ]  | * Set targets/deadlines & reporting expectations for Selection/Search Committee
 | TimeLine  |
| [ ]  | * Appropriate funds for search
 |  |
| [ ]  | Identify SELECTION/SEARCH Committee: |  |
| [ ]  | * Plan and place ads
 | Sample Job Ad  |
| [ ]  | * Set review process criteria for ranking candidates; interview questions (with approval of the full board)
 | [New Jersey State Library interview questions](http://www.njstatelib.org/ldb_files/imported/Trustees/Sample%20Interview%20Questions%20for%20Library%20Director%20Candidates.pdf) |
| [ ]  | * Information packet to share with candidates
 | Recruitment Newsletter Template |
| [ ]  | * Review of applications; select & schedule interviews
 | [Washington State Wiki (scroll down)](http://wiki.sos.wa.gov/trustees/Personnel.ashx), |
| [ ]  | * Interviews - retain documentation/notes
 |  |
| [ ]  | * Reference Checks – retain documentation/notes
 |  |
| [ ]  | * Recommendation to the Board from Search/Selection Committee: public meeting
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|  [ ]  | Board negotiates terms with leading candidate(s) |  |
|  [ ]  | Letter of appointment  | [Massachusetts Director Search Process p. 23](http://mblc.state.ma.us/advisory/trustees/director_search.pdf) |
| [ ]  | Public announcement and introduction of the New Director to staff and community; provide orientation for the New Director  | New Director 101 COSLA video series |
| [ ]  | Advise candidates not selected of the decision.  | Sample letter  |