

**Hiring a new Director - timeline:**

3-6 months

Trustees approve HIRING PLAN

 The ***Hiring Plan*** is a formal document that starts with the Library’s Strategic Plan and set by the library board to identify the characteristics, skills, and attributes needed in the new executive position to achieve these goals. Included in the ***Hiring Plan***:

* Job Description
* A statement or metric that describes the most critical characteristics, skills and attributes desired
* Description, development & appointment of the Selection/Search Committee, including the formal appointment of any HR consultants that will be assisting in the process
* Set targets and deadlines for timeline
* Appropriation of funds necessary to complete the search

SELECTION/SEARCH COMMITTEE

 This committee should represent the community that is served by the library. It may include Board members or not. Members should be available to attend ALL meetings, ALL interviews. The committee proceeds according to the Hiring Plan. The committee should operate in accordance with all open meeting laws. The committee makes regular reports to the Board on their progress and must seek approval to deviate from the Hiring Plan. The primary activities of this committee include:

* Develops and places advertising for the position
* Articulates a process for fairly reviewing all applicants (using a matrix or other instrument) and identifying those that will be invited to interview
* Conducts initial review of the applicants
* Schedules and conducts interviews
* Conducts reference checks
* Presents a recommended hire to the Board

Advertising – SEARCH EFFORT

 The Search/Selection Committee creates and places ads and uses other means to reach out to find qualified applicants, in accordance with the Hiring Plan and within the budget set by the Board. Adequate time must be allowed for placing ads, which may require more than month’s lead time.

REVIEW of Applications

 The process for reviewing applications should be set before the review begins. Every applicant should be subject to the same review process. The Search/Selection Committee must document this process and retain records of the review process.

INTERVIEWS and SELECTION

Applicants should be interviewed by the same group of people. Any specific processes or instruments used by the interviewers should be determined in advance. The Search/Selection Committee must document this process and retain records of the interview. The committee also checks references as part of the interview process. The committee’s selection is actually a recommendation to the Board. Only the board or the governing municipality may make the appointment and that appointment should be made in a public meeting.

Trustees approve APPOINTMENT

 The Search/Selection Committee reports on their recommendation(s) to the Board in a public meeting, answers questions and allows the board to pose questions before they deliberate and authorize an appointment to be made. At this time, the chair or president or their representative(s) will be identified to communicate and negotiate with the chosen applicant(s). An OFFER LETTER should conclude this process noting details of salary, benefits, and terms of employment. The board should make arrangements to introduce the new director to staff and community.

This TIMELINE is a recommended outline; Library Boards may be subject to municipal hiring rules and labor laws.