Checklist for Hiring a Library Director
Prepared by Mary Engels, Division of Library Development, Connecticut State Library

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.