

Checklist for Hiring a Library Director

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- 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.