

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 111

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EMPLOYEE SELECTION

Reviewed 4/1/98

Purpose

The purpose of establishing recruiting and hiring standards is to ensure that the best qualified candidates are hired by the Association. The following policies and procedures should guide and control every hiring manager's employment decisions. Any exceptions must be authorized in writing by the Executive Director.

1. The Association is firmly committed to recruiting and hiring the best qualified candidates for all positions without discrimination.
2. The Association through its managers will give proper consideration to such factors as education, experience, skills, advancement potential, and character. All aspects of the selection process will be administered without regard to race, color, national origin, religion, sex, age, marital status, sexual orientation, veteran or disability status, except in cases where an individual is unable to perform essential job functions despite reasonable accommodation.
3. The Association will continue to rely on its policy of promoting from within whenever possible (Policy 601, Promotion/Transfer Policy). All job vacancies will be posted on an official bulletin board a minimum of three days before an internal appointment may be made and/or recruitment may begin.
4. In general, the Association will utilize personal referrals, newspaper ads, and advertising in appropriate library and minority publications and other placement services in its recruitment efforts. For senior level professional positions Human Resources may seek the consultative assistance of an internal and/or membership interviewing panel.
5. The Association, in accordance with its equal opportunity policy and affirmative action plan, actively encourages recruitment of minorities, and will solicit referrals from minority agencies and advertise vacancies in various minority publications.

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6. All advertising must carry the words "An Affirmative-Action, Equal-Opportunity Employer for minorities, women, veterans and people with disabilities".
7. In order to ensure uniform compliance to ALA recruiting and hiring practices, all requests to fill positions, whether full-time, part-time, or temporary, must be expedited through Human Resource Department via an approved Personnel Staffing Request Form (Exhibit A).
8. In accordance with Equal Employment Opportunity Commission recordkeeping guidelines, Human Resources, the Washington and CHOICE Offices, will ask each applicant to complete the Applicant Data Record portion of the ALA Application For Employment form. The form identifies sex, race, and veteran and handicapped status. Completed forms are sent directly to the Director, Human Resources for filing and have no bearing on employment decisions. The completion of the form by the applicant is voluntary and the information is confidential.
9. Before hiring action is taken a summary hiring report identifying minority candidacy and rationale for recommended candidate selection should be reviewed with appropriate Department Head.
10. The hiring manager should review the candidate's application/resume before the interview, and formulate and ask a predetermined list of basic questions of each candidate along with questions that develop during the give-and-take of the individual interview.
11. In no case will an applicant be asked questions contrary to state and federal laws and regulations. These questions include, but are not limited to, age, sex, race, marital status, religion, medical history, disability status, workers' compensation claim history and citizenship.
12. If an applicant is not suitable, he or she should be quickly informed of that decision. If a candidate is suitable, but is one of several possibilities, he or she may be asked to return for another interview.

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13. Once a number of acceptable applicants has been identified but before an employment decision has been made, the Human Resource Department is responsible for reference checking, when generally, the following items on the application or resume should be verified:

Check with at least two or three of the applicant's most recent employers and, as far as possible, determine the accuracy and completeness of all information concerning dates of employment, position and duties, compensation and performance.

Check the accuracy of academic degrees and obtain verification in writing from the concerned educational institutions. (Checking may be limited to highest or most recent degree).

Personal references may be checked, but should not be the sole source of information.

After informing the applicant of the decision to hire, the Human Resource staff should obtain the applicant's permission to contact your current employer for a reference check. Any offer of employment ordinarily is contingent upon the final reference check with the current employer.

14. To ensure the Association is in compliance with the EEOC's uniform selection guidelines, the Director, Human Resources will monitor all selection policies and procedures, including but not limited to written applications, testing, interviews, reference checking, and work samples.
15. Each Department Head will review his/her unit's compliance with these policies and procedures to ensure that every employee involved in the hiring process is following appropriate recruiting, screening and hiring practices.
16. Supervisors, Unit Managers, and Heads of Departments are responsible and accountable for equal employment/affirmative action efforts and results in the selection of employees for their respective units.

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Reference Personnel Policy 101, Equal Employment Opportunity &
Personnel Policy 102, Affirmative Action