

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 112

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SUMMARY HIRING REPORT-PROCEDURE

Reviewed and
Updated 8/06

References

Employee Selection, Personnel Policy 111

Purpose

The Summary Hiring Report is to provide management with information to ensure diversity in the pool of candidates and to monitor the degree to which supervisors and managers are sharing in the responsibility for meeting the Association's minority recruitment and affirmative action goals. The Executive Director of the association will sign on all Summary Hiring Reports.

Scope

Applies to all hiring actions for regular full and part-time positions.

Forms And Exhibits

Summary Hiring Report (Exhibit A)
Voluntary Affirmative Action Information (Exhibit B)

Procedure

Responsibility

Action

Human Resources Recruiter

1. Completes portion of Summary Hiring Report (SHR) utilizing the Personnel Staffing Request Form, employment application forms, resumes, and/or interviews, as sources.
2. Forwards SHR to the Hiring Manager who will secure signatures of the department head and the Executive Director.

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3. Completes portion of SHR with applicant flow prepared by the recruiter. Since completion and return of this portion of employment application is voluntary, the totals may not equal total applicants for the position.

4. If no minority candidates are part of the initial interview, the HR staff will confer with the hiring authority to explore ways to attempt to expand the pool of candidates.

Human Resources Authority

5. If the initial interview pool of hiring candidates is not expanded to provide an appropriate number of minorities candidates, Human Resources may advise that the search should be reopened.

**Hiring Authority
Human Resources Recruiter**

6. Determines candidates to be interviewed and completes initial interview portion of SHR labeled "Hiring Authority". Secures minority candidate information selected for interview(s) from Human Resources by providing names of applicants to be interviewed.

7. Completes Final Interviews portion of SHR and forwards to Department Head for approval.

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Department Head

8. Reviews form, and if appropriate, discusses the recommended candidate with hiring authority. Approves or disapproves the hiring action. If the position is grade F or above, confers with Executive Director.

Executive Director

9. Executive Director will review SHR and approve hiring action for all positions.

American Library Association

Summary Hiring Report

(To Be Completed by Human Resources Recruiter before offer of Employment is Extended)

Position: _____ Grade: _____

Unit/Dept: _____ Salary Range: \$ _____ to \$ _____

Hiring Authority: _____

Recruitment Strategy: (attach a copy)

Number of candidates responding to a vacancy: _____

Candidates: Internal _____ Outside: _____

Number of identifiable applicants by gender: Male: _____ Female: _____

Number of identifiable applicants by gender and race:

Male

Female

White (Not Hispanic or Latino) _____

White (Not Hispanic or Latino) _____

Hispanic/Latino _____

Hispanic/Latino _____

Black/A.A. (Not Hispanic or Latino) _____

Black/A.A. (Not Hispanic or Latino) _____

Asian (Not Hispanic or Latino) _____

Asian (Not Hispanic or Latino) _____

Amer. Indian/Alaskan Native (Not Hispanic or Latino)

Amer. Indian/Alaskan Native (Not Hispanic or Latino)

Native Hawaiian or Other PI
(Not Hispanic or Latino) _____

Native Hawaiian or Other PI
(Not Hispanic or Latino) _____

Two or More Races (Not Hispanic or Latino)

Two or More Races (Not Hispanic or Latino)

Disabled _____

Disabled _____

Vietnam Veteran _____

Vietnam Veteran _____

Human Resources Representative

Date

Hiring Authority

Interviews

(To be completed by Hiring Authority)

Number of candidates selected for interviews: _____

Candidates: Internal: _____ Outside: _____

Candidates selected for interview by gender: Male: _____ Female: _____

Number of candidates selected for interviews by gender and race:

Male

Female

White (Not Hispanic or Latino) _____

White (Not Hispanic or Latino) _____

Hispanic/Latino _____

Hispanic/Latino _____

Black/A.A. (Not Hispanic or Latino) _____

Black/A.A. (Not Hispanic or Latino) _____

Asian (Not Hispanic or Latino) _____

Asian (Not Hispanic or Latino) _____

Amer. Indian/Alaskan Native (Not Hispanic or Latino)

Amer. Indian/Alaskan Native (Not Hispanic or Latino)

Native Hawaiian or Other PI
(Not Hispanic or Latino) _____

Native Hawaiian or Other PI
(Not Hispanic or Latino) _____

Two or More Races (Not Hispanic or Latino)

Two or More Races (Not Hispanic or Latino)

Disabled _____

Disabled _____

Vietnam Veteran _____

Vietnam Veteran _____

Recommended candidate: _____

Recommended starting salary: \$ _____ Salary quartile: _____

Recommended start date: _____

Hiring Authority

Date

Department Head Approval

Date

Executive Director

Date

(All Summary Hiring Reports must be signed by the Executive Director)

(Forward completed form to Human Resources Office)

HR Director Initials

AFFIRMATIVE ACTION PROGRAM

Voluntary Applicant Data

The American Library Association is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the American Library Association invites applicants to voluntarily self-identify their race/ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. This information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. **Please print and choose one Referral Source.**

Date: _____ Position applied for: _____

Name: _____

Address: _____

Referral Source: Advertisement (print)
 Employee Referral
 Walk-in
 Employment Agency
 Internet (specify site) _____
 Other _____

EEO Survey

Government agencies require periodic reports on the sex and ethnicity of applicants and employees. This data will be used for analysis and reporting only. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. **Please choose one Sex and one Race/Ethnic Group.**

Sex: Male Female

Race/Ethnic Group: White Black or African American Asian
 American Indian or Alaska Native Hispanic or Latino
 Native Hawaiian or Other Pacific Islander Two or More Races

Definitions:

White – (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American – (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America, including Central America), and who maintain tribal affiliation or community attachment.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.