

Putnam County Public Library Hiring Policy and Procedure

The Putnam County Public Library (PCPL) accepts applications for specific advertised jobs up to the application closing date. Information about open positions can be found under the employment tab on the library's website (www.pcpl21.org)

Library professional positions will be advertised through regional Schools of Library and Information Science job sites, the Indiana Library State Library job site, and other appropriate online and print locations. Closing dates will be set for a minimum of 30 days after the first job advertisements appear. Applications must be completed via the general application form posted to the PCPL website and submitted via email in pdf form accompanied by a resume and cover letter.

Applications and interviews for full-time positions will generally be handled by the director and a hiring team consisting of the head of the department and at least one representative from the Board of Trustees.

Applications and interviews for part-time positions will generally be handled by the director and the head of the department, but a hiring team may be appointed by the director to review applications for any specific PCPL.

Applications for shelver and substitution positions will generally be handled by respective department heads, though the director may be involved in reviewing applications as needed.

Shelvers and substitutes wishing to be considered for part-time or full-time professional positions must apply and interview for said positions consistent with other external candidates. Existing part-time or full-time professional library staff may move into new professional positions without interviewing depending upon the needs of the library.

The PCPL Board of Trustees will remain informed by the Director as to any positions within the library that become available and when those positions are filled. Decisions on initial offers of employment will be made by the Director and are subject to final approval by the Board of Trustees.

Criteria for applicant qualification include but are not limited to the following:

- Education
- Relevant experience

- References

Only applicants with the most suitable background will be contacted by PCPL for an interview. Those interviewed will be notified as to his or her status in the selection process within two to four weeks from the closing date. This time-frame may vary depending on the needs and priorities of PCPL. All applications submitted to PCPL may be public information under the Indiana Access to Public Records Act.

Any offer of employment may be contingent upon job-related factors including but not limited the following:

- Verification of former employment and references
- Verification of education credentials and status
- A background investigation, including any criminal record
- Appropriate drug testing

Persons hired for any position will be required to present proof of identity and proof of eligibility to work in the United States within 72 hours of the notice of acceptance as required by the Immigration and Reform Control Act of 1986. Failure to prove such eligibility will void the offer of employment.

The Director will make contact with those selected to discuss preliminary questions as discussed by the hiring team. All applicants remaining will participate in a panel interview on site.

Once an initial offer of employment has been made, the Board of Trustees must vote to approve the appointment. A positive vote by the Board on the applicant will result in an official offer of employment being made with a starting date to be negotiated between the candidate and the director.

Should the Board not approve the applicant selected, the hiring team will meet again to consider selecting another applicant or re-opening the application process.

Adopted October 2014