

## Hiring Policy

- I. Dorr Township Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender expression, genetic information, disability, veteran status, or other characteristic protection under applicable federal, state or local laws (“Protected Classification”).
- II. The hiring process for Dorr Township Library includes the following steps:

### **A. Job postings**

1. The Library Director and any other personnel designated by the Director (“the Hiring Committee”) will create job postings for positions below that of Director that briefly describe Dorr Township Library and the current job opening. All job openings will be posted concurrently on the Library’s website and externally with sources appropriate for the position being filled. The Director will determine how long the job is posted and be responsible for tracking all applicants and retaining applications and resumes as required.
2. The Library Board’s Personnel Committee and anyone they designate will create and track job postings for Director.

### **B. Interview process**

1. Top applicants will be selected and interviewed by the Hiring Committee using questions they have agreed upon. Candidate evaluation forms will be completed after each interview and retained with the application.
2. The Director will notify applicants who are not selected for the position.

**C. Reference checks.** The Director will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three references are required from each candidate.

### **D. Job offers and background checks**

1. After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks.
2. Criminal background checks will be performed using the Michigan Department of State Police ICHAT program.

3. Once the Director receives satisfactory results from the required background check, the candidate will receive a final job offer. If a candidate fails to accept an offer of employment within 2 business days, the Hiring Committee may contact other candidates. For administrative positions, this period will be extended to 5 business days.

**E. Orientation.** Each new hire will have paid time to fill out paperwork, review and sign the Acknowledgment Form for the Personnel Policy Manual, and complete the Niche Academy Beginning Workshop through the Library of Michigan. An exception may be made if the new hire has public library experience.

Approved by the Dorr Township Library Board of Trustees May 15, 2023.