

## METROPOLITAN LIBRARY SYSTEM EMPLOYMENT PROCESS

### Authority:

Title 65, Article 10, Section 556 of the Oklahoma Statutes Annotated provides that the executive director of the library system may appoint and remove staff members and other employees, subject to the approval of the commission. Through the Metropolitan Library Commission adopted Policies and Procedures, Section VIII, Item G, a centralized personnel function is established and the Director of Human Resources is delegated the authority under the Executive Director to coordinate advertising, job announcements, correspondence with applicants, screening and referral of applications, offers of employment and applicant notification.

### Administrative Process

1. The program manager completes and sends an Employee Requisition (Form MLS 520) to the Human Resources Office. (Either in hard copy or by e-mail.)
2. The Director of Human Resources, or the Employment Manager, will make the determination if recruitment is required or if the position can be filled from applications on hand. (Page openings are frequently filled from the applications on file in the Human Resources Office.)
3. All applications received at a location other than the Human Resources Office must be forwarded to the Human Resources for screening and comparison with other applications.
4. The Human Resources Office will screen applications and make referrals to the supervisor.
5. Once applications have been referred by the Human Resources Office, it becomes the responsibility of the supervisor to call the applicants and arrange a time for an interview.
6. All supervisors are strongly encouraged to conduct interviews using an interview team. Team members need to be the same for all interviewed applicants for that particular opening.

7. As a part of the interview process, supervisor's should notify the applicant that the library system conducts criminal records checks as part of the review process and have all interviewed applicants complete the OSBI criminal records check form.
8. At the conclusion of the interview, the spokesperson for the interview team should:
  - a. express the library system's appreciation for the applicant taking his/her time to interview.
  - b. indicate to the applicant that after all interviews are concluded, backgrounds checks have been conducted, and a final decision has been reached, the Human Resources Office will be in contact with all applicants. Indicate that the process should be completed by (*give a date*) and that if the library can't meet that date, we will let them know. (This date must be established in conjunction with the Human Resources Office prior to the first interview.)
  - c. never tell an applicant that they are the only applicant or give them any indication of their standing among the applicants.
9. Following the interviews, applicant referral forms with the supervisor's/interview team's recommendation must be completed and returned to the Human Resources Office for each applicant referred. This must be done in a timely manner as the interview team has indicated a notification deadline. The offer of employment to a selected applicant may not be made until all referral forms are received unless prior arrangements have been made with Human Resources.
10. Following information and records checks conducted by the Human Resources Office, a member of that office's staff will offer the selected applicant the position. Except for the Executive Director, no other staff member has the authority to offer employment.
11. Upon acceptance of the offer of employment and reaching agreement with the applicant and supervisor as to the starting date and salary, the Human Resources Office will provide the supervisor a new employee packet for account 102 employees. The contents of this packet are to be given to the new employee and reviewed by the supervisor with him or her.

All new account 101 employees should be scheduled to start (first day of work) only on Mondays that begin pay periods (exception: start of a pay period is a Monday holiday). The Human Resources Office will notify them about new employee orientation, parking, lunch, and when to report at their normal location.

12. The Human Resources Office will notify the unsuccessful applicants by mail.
13. The supervisor will see that the forms contained in the packet, for account 102 employees, which require a return to the Human Resources Office are completed on the first day of employment and returned.
14. The Human Resources Office will insure that all required paperwork is completed at new employee orientation (TrueNorth) for all account 101 employees.