

SH 300 Employment

SH 300.1 Employment Procedures

Revised: 3/97, 2/03

Employment Procedures

In order to monitor the results of the equal employment opportunity provisions, the Metropolitan Library System has the following procedures:

- I. Identify position vacancies to be filled by:
 - A. Title
 - B. Minimum and desirable qualifications
 - 1. Establish job description
 - 2. Establish education/experience/other requirements and preferences
 - 3. Establish equivalent qualifications
 - C. Establish salary range
 - D. Define conditions of employment
- II. Identify appropriate search procedures
 - A. Individual
 - B. Committee
- III. Recruitment of Applicants
 - A. Announcements
 - 1. Internal
 - 2. External
 - a. Placement services of colleges, universities and graduate library schools
 - b. Library clearinghouse for professional applicants
 - c. Local agencies
 - d. Other resources
 - B. Advertising
 - 1. Publications (appropriate labor markets)
 - a. Locally
 - b. Regionally
 - c. Nationally
 - 2. Job lines
 - 3. Other media
 - C. Establish a pool of qualified applicants without regard to race, color, religion, gender, age, national origin, veteran status, or physical or mental disability.

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IV. Screening of Applications

- A. Compare minimum and preferred qualifications to applicant's qualification
- B. Identify applicants for interview
- C. Interview selected applicants
- D. Select best qualified applicant

V. Reasons for Selections and Rejections

- A. Identify and record reasons for selecting the successful applicant
- B. Identify and record reasons for the rejection of all applicants not selected

VI. Review and Notification

- A. Review selection procedure to ascertain compliance prior to actual appointment of applicant
- B. Notify all applicants not selected that position has been filled

VII. Uniformed Services (Veterans) Employment and Reemployment

The provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as may be amended from time to time, shall over-ride other provisions of this policy and procedure when a conflict should exist.