

RECRUITMENT AND HIRING CHECKLIST

Are you “always recruiting” as you develop relationships with schools, community groups, groups on campus, associations, social service agencies and government organizations? (Keep an eye out for people who align with your mission and have the *qualities* you are looking for in library staff.)

When I do have to hire, how can I use newspapers, word of mouth, web sites, classified ads, job fairs, postings at colleges, universities and professional organizations in new ways? What newspaper, for instance, *don't* I advertise in?

What informal channels in the community might I use – ethnic churches, neighborhood groups, etc.

Have you a way to stay in touch with excellent interns and volunteers after they leave?

What conferences or professional associations outside the library world might you attend?

What are the attractions and benefits of your area? Become familiar with how realtors, convention planners and so forth “sell” your community?