



MEMO TO: Board of Directors  
FROM: Leslie Bednar  
DATE: November 21, 2017  
RE: IHLS Hiring Procedure: From Open Position to Employee

As an established organization, we have been fortunate to hire and work with bright and talented individuals who take the service aspect of our work to heart. It may be worthwhile to review our hiring process as we anticipate filling several positions in the near future.

In every stage of our procedure we follow all applicable state and federal guidelines.

#### Position announcement

IHLS prefers, in all appropriate situations, to hire from within and promote individual staff who have made a commitment to the organization and the members we serve. Supervisors determine prior to posting if we will post openings internally only for a period of time, internally and externally at the same time, or externally. The determination is based on available current staff who meet the qualifications for the position.

IHLS is not covered by OFCCP (Office of Federal Contract Compliance Programs) regulations (i.e. does not have federal government contracts or subcontracts over \$50,000 annually) and is therefore not required to maintain an Affirmative Action Program subject to OFCCP regulations. In short, our organization is free to do what it sees fit with regard to job postings including the length of time a position is listed as available for application.

#### Internal review of applicants

Human resources staff along with the hiring manager review applications materials and select candidates for interview. For some positions, there are several levels of interviews (phone, in-person, final) and for others there is a single in-person interview.

#### Interviews

All candidates are interviewed by a cross-departmental team of IHLS staff, and a human resources staff member is always present.

#### Consideration of selected applicant

Interview results are tabulated and the interview team makes a recommendation to the hiring director. Following concurrence of the director, candidate references are confirmed. The successful candidate is informed of our desire to offer a position pending a successful background check, drug

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screen, Fit for Duty exam (for Driver and Sorter positions only), and approval by the board at their next meeting.

*Request for board acceptance of recommended candidate*

Basic information regarding the open position and successful candidate are presented to the board in advance of the next regularly scheduled board meeting or special board meeting. The board, acting under the authority of the Library System Act (75 ILCS 10/7) is charged:

*To appoint and to fix the compensation of a competent librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board.*

With this citation in mind, the board acts accordingly.

*Formal offer and onboarding*

Following acceptance of the recommendation, the individual is notified the following day and formally offered the position. Assuming the individual accepts the offer to work at IHLS, they present to our office on the designated day and our human resources staff initiate the onboarding process.

I hope this is helpful information. Please let me know if you have any questions.

Thank you.