

Hiring Policy

Approved by: Library Board of Control, Date: Mar 2015, Revised: Apr 2019

Introduction

Bossier Parish Libraries believe that hiring qualified individuals to fill positions contributes to the overall success of the library. Each employee is hired to make significant contributions to the library. This policy establishes guidelines for the selection process to assure it is consistent and identifies the best-qualified applicants, based on merit, qualifications, and abilities.

The Director of Libraries will be interviewed and hired by the Library Board of Control. The Director hires all other employees.

Job postings

Library administration will create job postings that briefly describe the job opening. All job openings will be posted concurrently on the library's Intranet and website. Jobs will remain posted until the position is filled.

The Executive Assistant will be responsible for retaining applications and all documentation as required by law.

Internal applicants

Current employees who are interested in applying for a job opening must meet the following minimum requirements:

- One year of continuous service in present position (the Director may override this requirement in extenuating circumstances when it is in the best interest of the library)
- Job performance at a satisfactory level and not subject to any type of disciplinary action
- Notification of current manager (managers will not retaliate against an employee who is seeking another position)
- The experience, skill, and education qualifications noted in the job description

Testing and interviewing

- No applicant is guaranteed an interview
- Applicants are required to complete pre-employment testing associated with the position
- Interviewers and applicants will uphold the confidentiality of the interview

Equal Employment Opportunity

Bossier Parish Libraries is an equal opportunity employer. Accordingly, we affirm and promote equal opportunity in the areas of recruitment, employment, promotion, and all other facets of employment. Our practices are without regard to race, color, religion, creed, sex, age, disability or medical condition, national origin, veteran status, and all other categories protected by federal or state law. We will make reasonable accommodations for employees and applicants with a qualified disability or religious needs whenever possible as long as the accommodation does not cause undue hardship.

References

Reference checks and employment verification will be conducted on the top candidates based on the results of the scoring matrix completed by the interviewers. A minimum of three professional references are required from each applicant. Contacting references does not guarantee a job offer.

Job offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks may vary depending on the position. Once the Executive Assistant receives satisfactory results from all required background checks and tests, candidates will be provided with a job offer letter. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the library.

NOTE: Substance abuse testing is required for all external applicants accepting any position and part-time employees, including substitutes, accepting a full-time position. A background release form will be required if working primarily with children.