

Library Director Hiring Timeline

This document lists tasks involved in selecting and hiring a new library director, who is responsible, and gives a suggested timeline. The timeline given may need to be extended if the municipal board and/or a municipal personnel committee is involved.

Time	Task	Responsibility
12 - 14 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Read <i>Hiring a library director</i> and the <i>Practical Guide to Finding the Right Library Director</i> 2. Identify costs of hiring process 3. Discuss qualities desired in new director 4. Review job description 5. Determine salary range 6. Determine search process and timeline 7. Appoint search committee 	Library Board
10 – 12 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Write job advertisement 2. Determine where and when to publish in online & in print 3. Set deadline to apply 4. Select contact person. 	Search Committee
9-10 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Post job advertisement <p><i>Allow 3-4 weeks between posting of job ad and review of resumes</i></p>	Search Committee, Municipal Clerk, System staff
6-8 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Determine format of interviews. 2. Develop uniform list of questions 	Search Committee
5-6 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Review resumes, evaluation & ranking. 2. Determine number of candidates to invite for interviews 3. Schedule dates and times for interviews; make necessary travel arrangements. 	Search Committee
4 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Conduct interviews. 2. Contact references 3. Background check, if desired 4. Decide on top candidates and make recommendation to library board 	Search Committee

3-4 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Library Board approves Search Committee recommendation. 	Library Board
2-4 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Contact selected candidate 2. Send confirmation of appointment and starting date in writing 3. Request letter of acceptance 4. Notify other candidates of hiring decision 5. Provide housing, school, other community information <p><i>Allow 2-4 weeks between acceptance of job offer and New Director Start Date</i></p>	Library Board President or Personnel Committee Chair
	New Director Starts	
1-3 weeks after New Director Start Date	<ol style="list-style-type: none"> 1. New director orientation 2. Community introductions 3. Meetings with system staff 	Library board, library staff, Municipal Clerk, System staff