|  |  |  |
| --- | --- | --- |
| **DATE** | **TASK** | **Assigned to** |
| APRIL 12 | Invite ALD to serve as interim | LD & BP |
| APRIL 15 | Appoint Search Committee & Chairperson | LD & BP |
| APRIL 25 | Approve job description | Search Committee |
| APRIL 26 – MAY 30 | Post job description on local and regional lists | LD |
| APRIL 26 – MAY 30 | Acknowledge receipt of applications | BP |
| May 8 – 15 | Doodle Poll for 1st Committee Meeting | ALD |
| May 15 - 19 | Determine rubric for resume review Determine interview questions & rubric for candidate review | ALD CC RL |
| May 24 | Search Committee Meeting to share process, timeline, rubrics, interview questions | CC BP |
| May 25 - 29 | Set interview schedule for round 1 & book rooms | ALD |
| June 1 – June 5 | Share applications w/ Search Committee | ALD |
| June 5 – June 19 | Review applications and select top 5 to interview | Search Committee |
| June 19-23 | Contact candidates and schedule interviews | CC |
| June 19-23 | Send message on behalf of committee to candidates not interviewed | ALD |
| July 5 - 14 | Conduct 1st round interviews | Search Committee |
| June 19-23 | Set dates for 2nd interview/presentation/meet & greet | Doodle Poll (ALD) |
| July 14 | Select 2-3 finalists for 2nd interview | Search Committee |
| July 14 | Contact candidates and schedule 2nd interviews | CC |
|  | Conduct 2nd round interviews | Search Committee  Board of Managers  Library Staff |
|  | Contact candidates not moving forward to 2nd round | CC |
|  | Determine questions for reference checks | ALD & CC & RL |
|  | Check references for finalist | RL or CC & PB |
|  | Determine compensation | RL & Search Committee |
|  | Bring recommendation to the Board for approval | BP & CC |
|  | Make verbal offer contingent on background check | BP |
|  | Determine start date | ALD & PB & Candidate |
| After acceptance | Prepare letter of hire | ALD & BP |
| After acceptance | Prepare packet of new hire documents | Business manager |

LD -Library Director

ALD – Assistant Library Director

BP – Board President

CC – Committee Chair

RL – Retired Librarian

Created by Carol Mikulski, Wallingford Public Library Board of Directors, shared in WebJunction webinar, 2024