**READING APPLICATIONS AND RESUMES**

**What to look for: Rank 1-5, 1 being hardly evident, 5 being very evident**

1. Education:

\_\_\_\_\_ MLS from an ALA accredited institution

\_\_\_\_\_ Significant experience in library administration in a leadership role in a public library (minimum 3 years, 5 or more years preferred)

\_\_\_\_\_ Thorough understanding of library technology and a willingness to adopt and embrace new technology

Notes:

1. Planning, Development, & Leadership

\_\_\_\_\_ Has been involved in initiating and coordinating strategic planning process and monitors progress on goals and objectives

\_\_\_\_\_Has provided leadership and direction for major projects including construction and renovation

\_\_\_\_\_Has shown a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

Notes:

1. Personnel Management

\_\_\_\_\_ Experienced supervising personnel and fostering atmosphere that encourages cooperation and team spirit

\_\_\_\_\_Encourages professional development, in-service training, and continuing educational opportunities for personnel at all levels

Notes:

1. Financial Operations

\_\_\_\_\_Has prepared and submitted annual operating budget for Board approval and presented budget to town officials

\_\_\_\_\_ Has prepared grand proposals and administered grants

Notes:

1. Public Relations and Professional Development

\_\_\_\_\_ Has been actively engaged in community affairs and maintains strong relationships with community partners

\_\_\_\_\_ Has experience in maintaining internal and external communication about the library: engages with staff to create and implement a marketing and outreach plan

Notes:

1. Overall impression of application

\_\_\_\_\_ Well written cover letter

\_\_\_\_\_ Well organized, without error

\_\_\_\_\_ References (3)

Notes:

1. Rate overall impression of application\_\_\_\_\_

Total Score \_\_\_\_\_ (highest score is 80)

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