

**SEARCH COMMITTEE PROCEDURES  
PROFESSIONAL LIBRARIAN POSITIONS  
THE GELMAN LIBRARY  
THE GEORGE WASHINGTON UNIVERSITY  
WASHINGTON, D.C.**

**August 2005**

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**SEARCH COMMITTEE PROCEDURES  
PROFESSIONAL LIBRARIAN POSITIONS**

1. Department Head/Supervisor/Group Leader develops or revises long and short position descriptions. This document (Attachment 1) should include:
  - a. Position Description: a description of the principal responsibilities
  - b. Qualifications Required: competencies, experience and educational background required
  - c. Desirable Qualifications: other desirable qualifications
  - d. Appointment, Rank, and Salary: suggested rank offered
  - e. Review of Applications: request for names, addresses (paper and email), and telephone numbers of three references

Note: If including a qualification for language proficiency in the position description, use the phrase “fluency in”. Do not use the phrase “native language”.

2. Associate University Librarian requests permission to fill position from administration and appoints a Chair for the Search Committee.
3. At a regular or special meeting of the Council of Librarians a Search Committee is formed in accordance with the *By-Laws* and review job description.
  - a. At least one day prior to the meeting of Council to elect a search committee, a draft job description will be distributed to Council members. Council may offer specific suggestions on a position at this time.
  - b. The Chair may appoint one of the four members of the committee. Nominations for elected members will be taken from the floor at the Council meeting, and may be made by any member of Council, including the Chair of the Search Committee. If there is more than one nominee for a given slot on the committee, election will be by written ballot. If appropriate, the Chair may also appoint a staff member as an ex officio member of the committee.

<b>Search Committee</b>	<b>Administration</b>
4. Chair convenes first meeting of the committee to:	
a. Refine description, as needed;	

b. Develop a standard list of criteria for evaluating each candidate, which specifies each qualification and provides space for comments by all committee members.	
c. Develop timetable for the search. This should include telephone or video interviews, committee discussions, tentative interview dates and recommendations deadline.	
d. The members of the committee may recommend advertising sources beyond those determined by GLS Human Resources	
Chair forwards revised job description to University Librarian/AUL, (Associate University Librarian).	4. University Librarian approves final position description and adds minimum salary.
	5. Manager, Librarian Recruitment will create a new positing in PA7 (recruitment plan), work with search committee chair to review the recruitment plan before it is sent to the Associate Provost for Faculty Recruitment and Personnel Relations.
	6. After Faculty Recruitment has approved the position in PA7, Manager, Librarian Recruitment notifies the chair of the search committee. In the final copy, the review by/closing dates has to be at least 4 weeks after the time the ad appears in print or online media.
	7. The Manager of Librarian Recruitment sends the position description to the places that the committee wished to advertise the position in. The position will be added to Gelman website by the Manager, Librarian Recruitment. The GW Human Resources Department will add it to GW's Website.
6. Chair calls a meeting for the committee to meet with the University Librarian and GLS Human Resource Director and Manager, Librarian Recruitment to go over procedures to review applicants in PA7.	

<p>7. After the position description has appeared online or in print for 30 days, members of the search committee are given an access code to review the applicants who have met the minimum requirements in PA7. The HR Client Partner and Manager of Librarian Recruitment will meet with search committee members to review the guidelines for search committee members using PA7.</p> <p>Search committee members will use PA7 to access, review and print all applications documents for evaluation of applicants who have met the minimum requirement for the advertised position.</p>	
<p>8. After the review date, the Chair reconvenes the Committee to accomplish the following steps in the process:</p>	<p>8. Once the search committee has reviewed and evaluated the applicant pool and generated a short list of candidates to invite for campus interviews, the list must be approved by the Dean/Library Director in PA7 and scheduled in the workflow in PA7 as recommended for interview.</p>
<p>a. If desired, the Search Committee may decide to interview top tier candidates by telephone or video from the pool of qualified applicants. The purpose is to provide an opportunity to gather enough information in order to aid the committee in inviting the strongest candidates for personal interviews.</p>	
<p>b. Chair convenes meeting of Search Committee and develops the telephone or video interview script.</p>	

<p>c. Chair may arrange a call with each selected candidate and briefly describe the nature of remote interview. The telephone or video interview includes Search Committee members and the candidate.</p>	
<p>9. After the committee has gathered the information from telephone interviews with said candidates (if the committee elects to have remote interviews), the Chair reconvenes the committee to:</p>	
<p>a. Select candidates for personal interviews.</p>	<p>Dean/Library Director approves in PA7.</p>
<p>b. Identify possible interview dates, beginning approximately two weeks in the future.</p>	
<p>c. Develop interview schedule and make assignment for library tour for each candidate.</p>	
<p>d. Prepare interview questions for in person interviews. Discuss questions that are appropriate for an ethical interview.</p>	
<p>10. Chair notifies Administration of the decisions reached at this meeting.</p>	
	<p>10. Manager, Librarian Recruitment schedules the interviews and completes the following process:</p>
	<p>a. Verifies the schedule of the University Librarian for the proposed interview dates. It is preferred that the UL be present, but he/she will call the candidates if scheduling is prohibitive.</p>
<p>11. Chair of the committee and Manager of Librarian Recruitment determine who should call candidates, and schedule interview dates using the list supplied by the committee;</p>	<p>b. Chair of the committee and Manager of Librarian Recruitment determine who should call candidates, and schedule interview dates using the list supplied by the committee;</p>

	c. Sends confirming letters with travel and reimbursement information, interview schedule, a standard packet including: name and position of members of Search Committee; interview schedule; position description; Code and By-Laws for Librarians; Benefits Information. The search committee may include other materials.
	d. Notifies Chair and University Librarian of dates selected and distributes final copies of interview schedule with resume;
	11. Manager, Librarian Recruitment contacts the references, who are then sent a written request for a recommendation on said candidate.
12. Chair and Manager of Librarian Recruitment determine who will reserve rooms for meetings during interview dates.	12. Chair and Manager of Librarian Recruitment determine who will reserve rooms for meetings during interview dates.
13. Chair distributes list of questions to all Search Committee members and to the Deputy University Librarian.	
14. After all candidates have been interviewed the Chair solicits feedback from the appropriate department, members of the Council, and the appropriate AUL, on their impressions of the candidates.	
15. At the conclusion of all candidate interviews, Chair convenes the committee to:	
a. Discuss strengths and weaknesses of each candidate	
b. Prepare recommendations to the University Librarian recommending no more than five candidates for appointment. The candidates should be ranked in order of preference; the University Librarian has the option to consult with the committee on the ranking of candidates	

c. Evaluate each for possible rank in Gelman system, including number of months at that rank (attached)	
16. Send the recommendation to the University Librarian.	13. Manager, Librarian Recruitment will update PA7 to add the selected candidate as the finalist/recommended for hire, at this time we may start the hiring process. And hiring summary in PA7.
17. Chair notifies Manager, Librarian Recruitment on applicants with the reason for elimination. This information will be entered into PA7 for each applicant	
	14. Manager, Librarian Recruitment contacts the top candidate for permission to verify reference of employment.
	15. University Librarian contacts the top candidate by telephone to make informal offer.
	16. If offer is accepted, Executive Vice President for Academic Affairs follows with an written offer
	17. If offer is not accepted, University Librarian repeats with candidate #2.
18. Chair notifies committee.	18. University Librarian notifies Chair of outcome.
	19. When the candidate returns the signed offer letter, the Manager of Librarian Recruitment:
19. Upon receipt of signed offer letter, Chair announces appointment to Council members via electronic means	a. Sends a copy of the offer letter to the Human Resources Client Partner.
	b. Notifies the Search Committee Chair, the University Librarian, and the Deputy University Librarian.
	c. Manager, Librarian Recruitment removes the position description from the GLS website.

<p>20. Supervisor of new hire prepares a short text to send to <i>College &amp; Research Libraries News</i> announcing the new librarian's arrival.</p>	<p>d. Prepares a letter for each applicant in the search (a special one for any that interviewed) notifying them that the search has closed with a hire. Sample letters are available.</p>
	<p>e. Prepares an announcement for mailing to all ARL institutions.</p>
	<p>f. Makes sure a new file is created for the new librarian with the following folders: Correspondence, Forms, Promotion/Reappointment, and Evaluation. Manager, Librarian Recruitment enters the file name into the electronic list of files and files the folder, with all of the pre-hire paperwork on the candidate.</p>
	<p>20. Manager, Librarian Recruitment:</p>
	<p>a. Completes the hire paperwork and send it to GW Human Resources. When it is returned the Deputy University Librarian and Human Resources Client Partner should receive a copy of the form for the librarian's file in their office.</p>
<p>21. Notes on candidates should be retained for three years. All non-essential documents are shredded. (Attachment 9 lists paperwork to keep).</p>	<p>b. Confirms with IT that the new person will begin as of (date) so that an account can be created.</p>
	<p>21. If all acceptable interviewees decline, Chair consults with University Librarian, appropriate Associate University Librarians, and with committee to determine course of action:</p>
<p>22. If search is concluded unsuccessfully conduct a review of the position and process.</p>	<p>a. If other possible interviewees are included in the pool, select and proceed with interview process.</p>
	<p>b. If not, search is concluded unsuccessfully conduct a review of the position and process.</p>



	22. All non-essential documents are shredded. (Attachment 7 lists paperwork to keep).
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## ATTACHMENTS

1. Position description
2. Sample criteria for reviewing candidates
3. Advertising sources
4. Fact sheet on employment interviewing
5. Sample interview schedule
6. Criteria for the determination of months of full time equivalent service
7. Guidelines for materials to keep after a search has been completed.
8. Tips for a Successful Librarian Search
9. University Applicant Data Form

**The George Washington University announces a search  
For an Instruction and Reference Librarian**

**POSITION:** Instruction and Reference Librarian

**LIBRARY ASSIGNMENT:** Gelman Library System (GLS), Primary Location: Gelman Library

**APPOINTMENT RANK AND SALARY:**

Appointment at the rank of Librarian I (entry level; minimum salary \$47,000) or Librarian II (minimum 2 years experience; minimum salary \$50,600). Rank and salary depend on qualifications and experience.

**POSITION DESCRIPTION:**

The librarian in this position serves as a member of the Education and Instruction Group (EIG) to deliver an ambitious program of instruction in all subjects with an emphasis on core competencies and information literacy. Librarians in EIG are committed to exploring new applications of pedagogy and technology, emphasizing active learning, critical thinking, and collaboration in teaching. The librarian will work with the University Writing Program, partnering with faculty and providing library instruction for students in the first-year component of the program (University Writing 20). S/he will work closely with faculty in all disciplines to develop course-integrated instruction based on curricular needs. The librarian will participate in workshops related to pedagogy and assessment and will offer reference services in a highly collaborative and electronic environment. Some evening/weekend hours are required. The librarian will serve as a member of library and university committees and report to the Instruction Coordinator.

**Responsibilities:**

- Partners with faculty teaching University Writing 20 to integrate research
- Provides discipline specific instruction across a wide range of disciplines
- Meets with students for individual or small group research consultations
- Provides reference service in a broad range of subject areas
- Provides virtual reference service to library users

**BASIC QUALIFICATIONS:**

- ALA accredited MLS
- Teaching experience and/or coursework in library instruction, information literacy, or education
- Experience providing reference service and/or relevant coursework
- Experience using electronic resources and article databases

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED:**

- Experience working in a collaborative, cross functional, team-based environment
- Excellent oral and written communication skills
- Experience providing reference service in an academic environment
- Excellent teaching/presentation skills
- Familiarity with the concepts, goals, and teaching methods of information literacy
- Experience teaching in-person information literacy classes in an academic environment, preferably to undergraduate students
- Experience developing lesson plans, preparing instructional materials or tutorials
- Experience collaborating with instructors on assignment design
- Experience integrating instruction into course management systems (Blackboard)
- Understanding of learning theory and pedagogy
- Familiarity with educational games, social networking, virtual worlds and new scholarship as they relate to emerging forms of instruction
- Experience with web design and web development applications

**REVIEW DATE:** Review of applications will begin on October 19, 2009 and will continue until the position is filled.

**APPLICATION PROCEDURE:** Only complete applications will be considered. Please send a letter containing a brief statement of interest and an assessment of skills related to the basic qualification, a curriculum vita, and complete contact information for at least 3 references to:

Emma Mosby  
Director, Gelman Library System Administrative Services  
The Gelman Library, Room 201  
The George Washington University  
2130 H Street, NW, Room 201  
Washington, DC 20052  
[glsjobs@gelman.gwu.edu](mailto:glsjobs@gelman.gwu.edu)

The University and department have a strong commitment to achieving diversity among librarians and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women and persons of color to apply for this position.

The George Washington University is an equal opportunity/affirmative action employer.

**THE GEORGE WASHINGTON UNIVERSITY**  
WASHINGTON DC

Sample Criteria form for Reviewing Candidates

Name: \_\_\_\_\_

**Qualifications Required:**

1. ALA-accredited MLS  
*Year:*  
*Institution:*  
Other degrees:
2. Current position:
3. Evidence of understanding key issues, ideas, and trends in instruction
4. Oral and written communication skills
5. Commitment to public services and the promotion of information literacy
6. Experience with electronic resources

7. Ability to work effectively with co-workers in a collaborative team-based organization

**Desirable Qualifications**

1. Reference and instruction experience in an academic library environment

*Location:*

*Years:*

2. Ability to develop lesson plans and experience in the preparation of instructional materials or tutorials
3. Comfortable teaching in an electronic classroom.
4. Knowledge of assessment practices in instruction.

## Advertising Sources

### Websites

ALA Website – [careerleads@ala.org](mailto:careerleads@ala.org)

ACRL Website – <http://www.acrl.org/>

Chronicle of Higher Education - <http://chronicle.com/>

C&RL News website - <http://www.ala.org/ala/acrl/acrlpubs/crlnews/collegeresearch.htm>

Gelman Library – <http://www.gwu.edu/gelman>

Library of Congress - <http://www.loc.gov/>

Mid-Atlantic Higher Education Recruitment Consortium – <http://www.midatlanticherc.org>

### Listservs

1. Association of Research Libraries  
Send info to Jerome Offord, Program Officer for Training and Diversity at ARL at [Jerome@arl.org](mailto:Jerome@arl.org) , he will send to:
  - ARL (ARL Graduate Students Resume Database, which has 210 searchers looking for positions)
  - ARL- initiative to recruit a diverse workforce participants list
  - African American Studies and Librarianship List to [AFAS-L@listserv.kent.edu](mailto:AFAS-L@listserv.kent.edu)
  - MSL graduate students with varying graduation dates
2. Faculty of Information Studies Jobsite: [requests@fis.utoronto.ca](mailto:requests@fis.utoronto.ca)
3. REFORMA: [gyorba@fullerton.edu](mailto:gyorba@fullerton.edu)
4. [www.lisjobs.com](http://www.lisjobs.com)
5. [ili-l@ala.org](mailto:ili-l@ala.org)
6. [libref-L@listserv.kent.edu](mailto:libref-L@listserv.kent.edu)
7. [DCLA-1@dcla.org](mailto:DCLA-1@dcla.org)
8. Colldev-l: <https://listserv.du.edu/mailman/listinfo/colldev-l>
9. BCALA membership list: <http://www.bcala.org/>
10. Web4lib listserv: <http://lists.webjunction.org/web4lib/>

### Joblines

Library Associations

- VA Library Association: Send to Linda Hahne, Executive Director at lhahne@coastalnet.com
- MD Library Association: <http://www.mdlib.org/job/jobline.htm>
- DCLA: <http://dcla.org/dcla-jobs.htm>

### **Library Schools**

Local and National Library Schools (depending on the search, we always send to local library schools for a national search it depends on what position the search is for, i.e., for the University Librarian, we would probably do a national search, in that case we would send to all the library schools).

### Fact Sheet on Employment Interviews

Experience shows that many discrimination complaints arise because of illegal questions asked during the employment interview. To avoid such problems interviewers must keep in mind that the purpose of the employment interview is to (1) provide information, (2) gather information about the applicant's qualifications, and (3) answer questions about the job duties to be performed. All questions should be job-related.

The job-related criteria are a good rule of thumb for use in developing interview questions, but they may not be sufficient for individuals who are not familiar with EO law. As discrimination law has developed, many areas of inquiry have been found to be discriminatory that previously were regarded as job related. Whereas marital status was frequently used as an indicator of stability in the past, inquiries about marital status are now regarded as discriminatory.

Questions regarding the following may not be asked in an employment interview:

- |                            |   |
|----------------------------|---|
| 1. Age                     | 10. Credit history, finances  |
| 2. Birthplace              | 11. General health  |
| 3. Marital Status          | 12. Physical disability   |
| 4. Arrest record           | 13. Frequency of change of residence  |
| 5. Sexual preference       | 14. Emotional stability   |
| 6. Religious affiliation   | 15. Personal lifestyles (e.g. questions concerning the applicant's living arrangements) |
| 7. National origin         | 16. How ability to write or speak foreign language was acquired                         |
| 8. Number of children      | 17. Opinions on controversial issues unless they are job-related                        |
| 9. Child care arrangements |   |

It is impermissible to make judgments based on any of the factors listed above as well. In addition, employment decisions may not be based on the applicant's dress or other aspects of his/her physical appearance such as height and weight.

It is legal to ask an applicant about the following job related areas:

1. Job-related training and experience
2. Education
3. Work history, responsibilities
4. Whether or not applicant is a citizen
5. Job-related communication of felony
6. Whether or not the applicant speaks a foreign language if related to the position



Suggestions:

1. Ask a technical question or pose a hypothetical problem and listen to how the applicant resolves it.

(This should provide information about the applicant's ability to reason, level of technical/professional knowledge and understanding, ability to communicate, etc.)

2. How much authority did you have on a (previous) job? Were any of your deadlines ever extended? What were the responsibilities on this job?
3. Look back at your job; what did you feel good about having accomplished? Were these accomplishments of any value to the organization?
4. What part of your job was the biggest headache? How did you approach this problem? With hindsight and the benefit of experience, how would you handle this problem now?
5. In what types of jobs have you been most successful? What job did you like the most/least? Why did you leave your job? Why do you want this job? What do you feel you can contribute?
6. Remember that the employment application contains a lot of information about the applicant. It is proper to ask questions that expand statements the applicant has entered on the application.

**INTERVIEW SCHEDULE  
FOR  
LIBRARIAN CANDIDATE**

Librarian will meet Candidate at the Entrance.

9:00 a.m. – 9:30 a.m.	Tour of the library with Librarian
9:30 a.m. – 10:00 a.m.	Meet with appropriate Associate University Librarian
10:00 a.m. – 11:00 a.m.	Meet with Members of the Search Committee
11:00 a.m. – 11:15 a.m.	Personal Break
11:15 a.m. – 11:45 p.m.	Presentation for Council of Librarians*
12:00 p.m. – 1:30 p.m.	Lunch with Gelman Librarians
1:30 p.m. – 2:15 p.m.	Meet with Associate University Librarian for Administration, Development, and Human Resources and Manager of Gelman Library System, Human Resources
2:15 p.m. – 2:45 p.m.	Meet with University Librarian (Room 201)
2:45 p.m. – 3:00 p.m.	Personal Break
3:00 p.m. – 4:15 p.m.	Meet with appropriate department
4:15 p.m. – 4:30 p.m.	Meet with supervisor for this position

\* Prepare a short presentation on one of the following topics for your meeting with the Council of Librarians members. The presentation should not be more than 10 minutes.

Describe some of the challenges involved providing library instruction for the current generation of students, the so-called millennials.

OR

How have technological innovations, such as course management software packages like Blackboard, impacted pedagogical approaches to library instruction?

THE GEORGE WASHINGTON UNIVERSITY LIBRARY

Council of Librarians

CRITERIA FOR THE DETERMINATION OF  
MONTHS OF FULL-TIME EQUIVALENT SERVICE IN EQUIVALENT RANK  
PRIOR TO INITIAL APPOINTMENT OF LIBRARIANS

DECEMBER 1999

1. Employment prior to conferral of the Masters degree as defined in the Code, or date of certified completion of all requirements for the degree, is not included in calculating equivalent prior service.
2. Less than one-half month is counted as zero; from one-half to one month is counted as one.
3. Part-time employment is equated to full-time on the basis of 35 hours per week, 150 hours per month, or 1800 hours per year. Thus, service of fifteen hours per week in equivalent rank for 25 weeks would be counted as three months.
4. The nature of post-graduate employment is subjectively evaluated, taking into account those factors which have been used to make the hiring decision, for example:
  - a) Professional rank and length of service in rank in the previous library situation.
  - b) Professional content of the work, insofar as this can be evaluated by talking to the candidate.
  - c) Involvement in academic librarianship in a wider sense (for example, work with faculty, service on library policy-making groups, etc.) or with wider professional concerns in other types of library situations.
  - d) Approximate parity with the GW library's allocation of professional tasks and responsibilities to librarians in the respective ranks.

Search Committees recommend months of prior FTE service in equivalent rank to be credited for each applicant.

5. **Following are examples intended only as approximate guidelines:**
  - a) Following the award of the M.L.S., a librarian is appointed as a reference library

at an academic library. At the end of 31 months of service, the librarian is being considered for appointment as a reference librarian at the Gelman Library.

Recommend for appointment at GW at the rank of Librarian II, with 7 months in rank.

- b) A librarian with nine months of experience as an elementary school librarian following the award of the M.L.S. is being recommended for appointment as a cataloger at GW.

Recommend for appointment at GW at the rank of Librarian I with 9 months in rank.

- c) Following completion of the M.L.S., a librarian was appointed as a Periodicals Librarian in a four-year college. At the time of being recommended for appointment as a serials librarian at GW, the librarian had served in the position for 57 months.

Recommend for appointment at GW at the rank of Librarian II with 0 months in rank.

- d) Following receipt of an undergraduate degree, applicant served as a library assistant in the cataloging department of a university library. After four years of this experience, the applicant was awarded the M.L.S., and continued to work as a library assistant. At the end of a year, the applicant was appointment as a cataloger and had worked in this position for 24 months at the time of appointment to GW.

Recommend for appointment at GW at the rank of Librarian II, with no month in rank.

- e) Following the award of an M.L.S., the applicant worked as a serials acquisitions librarian at a university for 35 months. While there, the applicant took several computer science courses relevant to the university position.

Recommend for appointment at GW at the rank of Librarian II, with 11 months in rank.

- f) Following receipt of an undergraduate degree in education, applicant was appointed as a library assistant in Interlibrary Loan at a university library. While continuing to work there, the applicant finished all requirements for an M.L.S. after four years, although the degree was not conferred until the following February. Upon completion of the requirements, the applicant was appointed to a 30 hour a week position as a reference/instruction librarian, The librarian had held this part-time position for 27 months when recommended for an instruction librarian position at GW.

Recommend for appointment at GW at the rank of Librarian I, with 23 months in rank.

- g) After award of a master's degree in public administration, applicant worked as a reference librarian in a branch library of a large university. Following the award of the M.L.S., the individual worked for two years as a librarian at an embassy, and for three years as a librarian at a research organization, before being recommended for a position at GW as a reference librarian.

Recommend for appointment at GW at the rank of Librarian II, with 36 months in rank.

- h) Following the award of the M.L.S., the applicant worked for two years at the GS-7 level as a cataloger in a U.S. government library which ordinarily hires librarians at that level.

Recommend for appointment at GW as a Librarian II with no months in rank.

- i) After receipt of the M.L.S. applicant worked for 40 months as an assistant acquisitions librarian at a university before being appointed as head of acquisitions of a four-year college. After serving in this capacity for 50 months, applicant is recommended for appointment as head of the acquisitions department at GW.

Recommend for appointment at GW as Librarian III with 6 months in rank.

- j) After college graduation with a B.A. in history, applicant worked for 4 years as a library assistant in the special collections department of a large university library. At the end of this time, applicant had also earned an M.A. in history. Thirty months after this, applicant earned an M.L.S. and has continued to work as a library assistant in the same library for 4 more months.

Recommend for appointment at GW as a Librarian I with no months in rank.

#### **ADDITIONAL MATERIALS**

Sheila Creth, "Conducting an Effective Employment Interview," Journal of Academic Librarianship 4:356-360.

"Model Statement for the Screening and Appointment of Academic Librarians Using a Search Committee." Approved 1992.

ACRL website (<http://www.ala.org/acrl/guides/index.html>).

Elliott D. Pursell, "Structured Interviewing: Avoiding Selection Problems," Personnel Journal 59:907-91.

**GUIDELINES FOR PAPER WORK – Office Faculty Recruitment**

<b>Action</b>	<b>Recordkeeping Requirement</b>
Develop a list of basic and additional selection criteria for the specific position	Retain a copy of the list of all selection criteria, basic and preferred, for a specific position
Post the approved position announcement in the approved media.	Collect and retain the “tear sheets” of print announcements and copies of listserv announcements, etc.
Evaluate the expressions of interest from individuals who followed the established application procedures to determine if they are basically qualified.	Retain all expressions of interest.
Send a letter of acknowledgement and Applicant Data forms to those individuals who are in the official applicant pool for a specific position	Retain all files
Screen the official applicant pool to choose the “short list” of candidates to invite to campus interviews	Retain copies of minutes (major decisions, votes, etc.), screening/evaluation instruments and summaries, interview summaries, etc.
Interview candidates	Retain copies of all interview summaries.
Check the references and verify the academic degrees of the proposed hire. If applicable obtain a letter/email confirmation from dissertation advisor.	Retain copies of reference letters and interview summaries. Retain copies of degree verification or summaries of discussion with Registrar Offices, etc.
Recommend appointment, using the Recruitment Process Summary &	Department/Library retains copy of original
Executive Vice President Academic Affairs reviews and approves the recommendation and sends an offer of appointment.	Dean, Faculty Personnel retain copies of candidate’s acceptance or rejection
<b>Revised: September 11, 2006</b>	

## TIPS FOR A SUCCESSFUL LIBRARIAN SEARCH

### INITIATING A SEARCH FOR A LIBRARIAN POSITION

- Department Head or AUL develops a position description that includes required qualifications, responsibilities, desirable qualifications, appointment, rank and salary, application review date, name of person applications are to be sent to, and names, addresses of three references;
- Department Head or AUL obtains permission from AUL and UL to fill position;
- Department Head or AUL meets with Council of Librarian members to form a search committee. See Council By-laws for more information on selection process. Review the position description with search committee members to refine description;
- Chair forwards description, names of the search committee members, a short version of the position description, places to advertise to the UL or AUL for approval and to add salary range;
- Dir/GLS Admin Services sends paperwork to initiate a search to faculty recruitment for approval.

### ADVERTISING, REVIEW OF APPLICATIONS AND PREPARING FOR INTERVIEWS

- After approval has been granted, the Dir/GLS Admin Services will notify search committee chair that the search has been approved. A memo will be sent by the Dir/GLS Admin Services to University Advertising to request assistance with advertising the search;
- After applications have been reviewed, those applicants who meet the basic qualifications, will be sent via GroupWise (if application has been sent electronically) to search committee members; if application is sent by mail, search committee members will be notified by e-mail that the applications are in the Administrative office for review.
- Once the application review date is reached, search committee members meet to rank the applicants and to form an interview pool. Committee members may then decide to conduct telephone interviews to select candidates for in person interviews;
- Chair will notify the UL of the search committee decision in writing with a copy of the interview schedule of the candidates, possible interview dates, and topic(s) for the presentation;
- Chair will then notify the Dir/GLS Admin Services of the candidates to be interviewed with a list of dates for interviews.
- Dir/GLS Admin Services calls candidates to obtain permission to contact their references, select dates for interviews; and
  - Makes hotel and travel arrangements;

- Makes room reservations for all meetings with candidates;
  - Notifies chair and UL/AUL of dates selected, distributes final copies of interview schedule/resumes to all those listed on the schedule.
- Search committee members meet to decide on a list of questions to ask candidates;
  - On the day of the interview, candidate is taken to lunch hosted by a member of the search committee.

## **CLOSING THE SEARCH**

- At the conclusion of the interviews, the search committee will discuss the strengths and weaknesses of each candidate, eliminating any unacceptable candidates;
- Chair prepares recommendation to the UL summarizing for each applicant the strengths and weaknesses and identifying the acceptable and least acceptable candidate interviewed;
- Chair will code the yellow applicant recommendation sheets located in the Administrative Office;
- Dir/GLS Admin prepares recruitment summary to send to Faculty Recruitment.
- Faculty Recruitment reviews and approves summary.

## **EXTENDING JOB OFFER**

- University Librarian or designated AUL contacts the top candidate to make an offer;
- Notifies the Dir/GLS Administrative service of acceptance;
- Notifies chair of committee if verbal offer is accepted;
- Upon notification from UL/AUL that a verbal offer has been accepted, Dir/GLS Admin prepares offer letter to candidate; sends to EVPAA for signature;
- Upon receipt of signed offer letter from candidate, notifies Search Committee Chair, Manager, GLS Human Resources and Diversity Programs and Web-team so that the position can be removed from GLS website;
- Sends letters to other applicants notifying them that the search is closed with a hire.



Fillable PDF: submit online @

[http://www.gwu.edu/~academic/Faculty\\_Recruitment/pdf/ADF%20Form%20-%20Fillable.pdf](http://www.gwu.edu/~academic/Faculty_Recruitment/pdf/ADF%20Form%20-%20Fillable.pdf)

**The George Washington University  
Applicant Data Disposition Form  
(For Office Use Only)**

Requisition Number:

Department Name:

Home Department Fund/Center:

Position Number: Position Applied For: Date of Application:

Last Name: First Name: M.I.:

Street Address: Apt./Unit#: City: State: Zip Code:

**DISPOSITION:**

Selected

Not Selected

**If not selected, indicate whether applicant was not interviewed or interviewed:**

Rejected by Department Without Interview

Rejected by Department After Interview

**Indicate one or more reasons for non-selection:**

Did Not Possess Job Specific Educational Qualifications

Did Not Possess Job Specific Work Experience

Did Not Possess Job Specific Skills

Limited Research or Scholarly Publications

Unsatisfactory References

Salary Request Too High

Disability Cannot Be Reasonably Accommodated

Selected Applicant With More Applicable Education

Selected Applicant With More Applicable Work Experience

Selected Applicant With More Applicable Skills

Selected Applicant With More Applicable Research or Scholarly Publications

Applicant Declined Offer

Applicant Withdrew

Position Cancelled

Position Closed (Applicant Received Too Late For Consideration)

Applicant Accepted Another GW Position

Other (specify) \_\_\_\_\_