

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

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| SUBJECT: RECRUITMENT, APPLICATION, AND SELECTION OF APPLICANTS FOR EMPLOYMENT | Issued: 4/14/05 10/11/18 | No: B-2 |
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A. Purpose

Recruitment, application, and selection of applicants for employment with the Waukesha Public Library is done in accordance with equal employment opportunity laws and regulations and the Library's Affirmative Action Plan.

B. Application Procedure

This procedure shall apply to all ~~authorized~~ regular full-time and regular part-time positions of the Library. Limited term positions are exempted from these requirements.

1. Regular full-time positions are those positions authorized a work schedule requiring at least forty (40) hours per week, in accordance with Library policy.
2. Regular part-time positions are those positions authorized a work schedule requiring at least ~~fifteen (15)~~ ~~twenty~~ (20) hours per week, in accordance with Library policy.

C. Appointing Authority/Authorized Position

1. For purposes of this procedure, an "~~Authorized Appointing~~ Authority" is the Library Director, or her/his designee.
2. For purposes of this procedure, an "Authorized Position" is a vacant position authorized for filling by the Library Board that appears in the Staffing Resolution.

D. Affirmative Action

The Waukesha Public Library does not and will not regard such factors as race, color, religion, national origin, sex, sexual orientation, marital status, disability, or age, (except where sex, age, physical or mental requirements are a bona fide occupational qualification (BFOQ) and marital status where supervisory relationships exist) as having any bearing on whether or not an individual is accepted for employment, or as having any influence as to how an individual might progress within the Library organization thereafter.

E. The Selection Process

1. Notification of Vacancy
 - a. The Library Director or her/his designee will notify the Human Resources Department of any vacancy at the Library by forwarding an employment

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requisition. The employment requisition will include the following information:

1. The job classification title
2. The job status – full-time, part-time, or temporary
3. The pay range
4. An updated job description, if needed
5. Any necessary information that would be of assistance in filling the job position
6. The reason for the vacancy (i.e. termination, promotion, demotion, transfer, newly budgeted position, etc.)
7. Incumbents name, where necessary
8. The scope of advertising being requested – internal, local, state, or national
9. The desired effective date of employment

F. The Vacancy File

1. For each new vacancy, the Library sets up a recruitment file to monitor the selection process. This file contains:
 - (a) a current position description
 - (b) copy of vacancy announcement
 - (c) copy of media advertisement (when used)
 - (d) the employment requisition
 - (e) job applications from current recruitment effort

Recruitment of applicants may include, but not be limited to: the posting of notices on bulletin boards, ~~internet sites~~, advertisements in newspapers, bulletins, journals, letters to academic institutions, state, county, and local agencies.

G. Internal Posting/External Advertisement

1. Internal Posting
 - a. Generally, Library positions shall be advertised internally. The posting requirement may be satisfied or waived under the following conditions:
 - (1) The posting is a career ladder promotion.

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- (2) If the vacant position was listed as open in a "Job Opportunity" announcement, which was posted during the immediate previous week.
- (3) If the department director projects future vacancies, the department may develop a list of eligible applicants from a current posting. Subsequent vacancies in that department may be filled from this list without re-posting the position. (This would not include positions covered under a collective bargaining agreement.)
- (4) The position is temporary, seasonal, or limited term.
- (5) The posting requirement may be waived by the ~~Human Resources Library~~ Director under the following conditions:
 - a) The department director wishes to rehire a former employee on a temporary basis to fill in during a period of illness up to thirty (30) days.
 - b) Emergency, such as meeting of minimum staffing requirement which is mandated by law.
 - c) When failure to fill a vacancy could result in a serious or legal or financial liability to the Library.
- b. The ~~Human Resources Department Library~~ will prepare and distribute a "Vacancy Opportunity" announcement of vacancies as they occur. ~~Where applicable, collective bargaining agreements will be followed.~~ The job announcement will include a brief listing of the job requirements, and cut off date to receive applications. The Library will post all job announcements where they are readily visible to Library employees.
- c. When the Library has a vacancy, the Human Resources Department will forward all applications resulting from internal advertisement to the appointing authority for review. Vacancies shall be filled from within by promotion, transfer, or demotion of qualified employees whenever practical and in the best interests of the Library and the City.

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- d. It is not necessary to advertise positions externally if a qualified applicant is found in the active file or through internal recruitment. If qualified applicants are not found from internal recruitment efforts, the Library will advertise externally.
- e. The Library will initiate both internal and external advertisement immediately after an authorized vacancy occurs, if the situation so requires.

2. External Advertisement

When an authorized vacancy occurs, the Library will research the active file of applicants for that position. This file contains applications collected in the past twelve months during previous recruitment efforts.

The Human Resources Department will list job openings with those newspapers and agencies specified in the City Affirmative Action Plan.

Individuals who wish to be considered for advertised positions are required to complete a Library job application form. Individuals with a current application on file with the Library may have their application considered by notifying the Library of their interest. Current Library employees may also apply for these positions, and will be considered along with other external applicants.

H. The Time Frame

- a. Recruitment time will vary depending on the nature of the position, number of qualified applicants, the scope of advertising, the extent of interviewing and screening, and time for the new employee to file adequate notice ~~to the~~ with **their** employer. The following factors are involved in estimating the advertising time frame:
 - 1. Advertising – Locally and State
One to four times for the advertisement to appear in the required news media. Generally, the closing date for accepting applications is five (5) to ten (10) workdays after the last advertisement appears and will be so noted in the advertisement.

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2. Advertising – National

The time for national advertisements to appear will vary. The closing date for accepting applications is normally thirty (30) workdays after the last day an advertisement appears in a national newspaper, magazine, or professional journal. With discretion, the Library Director or his/her designee may interview job candidates before the closing date has passed, however, under no circumstances is a job offer to be made until after the closing date.

3. Screening

The Library Director or his/her designee will pre-screen applications and select candidates for interviewing.

4. Interviewing

- ~~(a) —The time involved in department interviews will vary with the position.~~
- ~~(b) The Library Director or his/her designee may interview job candidates before the closing date has passed, however, under no circumstances is a job offer to be made until after the closing date.~~

I. Applications

1. Applications form: ~~Applicants for some positions will be asked to apply in writing to the Library Director or her/his designee. Resumes may also be required. Upon receipt of a letter of interest, applicants will be mailed a Library job application form.~~ All application materials must be submitted through the City's online application portal.

- ~~a. Applicants for other positions will apply on a walk-in basis. Walk-in applicants will be given a Library job application form, which may be completed at the Library or returned by mail. Applicants who inquire by phone will be mailed a Library job application form.~~
- ~~b. A shortened application form may be used for part-time or limited term positions.~~

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2. **Resumes:** Recruitment for certain classifications may require an applicant to submit a resume. However, all applicants must submit the standard online application form prior to an interview.
3. **Status of Applications:** Application forms are retained in an active file at the Library for a period of three (3) months from the date of application. The current application file may be used as a recruitment and referral source. After the three (3) month period, applications are retained in an inactive file for an additional nine (9) months. This is a file set up to comply with federal regulations regarding retention of applications.
4. **Applications as a Public Record:** Wisconsin statutes requires that ~~we the Library~~ treat the following items as a public record: applications, recommendations and qualifications. However, the identity of an applicant to remain confidential is allowed, if the applicant makes such a request in writing ~~that we this information is not released provide access to this information~~. When an applicant becomes a finalist for a position, the identity may then be disclosed as required by law.
5. **Processing of Job Applications by Library:** ~~Administrative Assistant~~ The Library Director or her/his designee reviews all applications, to ensure that applicants meet the minimum requirements established by the position description for that classification. Applicants who do not meet the requirements will not be allowed to proceed further in the employment process.
 - a. ~~Stamp date received, and~~
 - b. ~~Detach the applicant information form from the application; record the Affirmative Action Data and forward to the Human Resources Department.~~
 - c. ~~The Library will inform interviewees that references will be checked.~~
6. After recruitment has been closed, subsequent applications will not be accepted or referred. If the position is not filled, and the ~~department director~~ **Library Director** requests more applications, the position must be re-opened in order to allow all interested individuals an opportunity to be considered.

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J. Interviews, Testing, and Final Selection

1. The Library Director or her/his designee will review the prescreened applications in accordance with the Library's Affirmative Action Plan.
2. The Library Director or her/his designee will schedule, notify applicants, and conduct interviews.
3. **Either prior to or following these interviews, the appointing authority will inform Human Resources of the applicant(s) who is/are to have:**

- a. **Pre-employment testing:** The evaluation of an individual's skills, knowledge and ability to successfully perform the essential function of the required work may require the administration of a pre-employment test(s). In order to ensure that such test(s) is/are work-related and non-discriminatory, all tests must be submitted to, approved and administered by the Human Resources Department.

Note: Certain tests are not administered by the Human Resources Department. These may include reference and background checks, credit checks, psychological testing, physical ability testing, knowledge tests developed and conducted by a consultant, and on-the-job performance tests done at the worksite.

- b. **Test Formats:** Tests may consist of various forms or combinations such as oral interview, written examination, application or resume review and ranking, and skill tests such as typing and shorthand.
- c. **Repeat of Skill Tests:** Applicants failing a skill test, such as keyboarding or shorthand, will not be re-tested, unless the applicant has subsequently completed additional documented training. These tests should not be considered practice sessions. An applicant may not be tested more than one (1) time for the same vacancy and not more than three (3) times in two (2) years. Each test will be given on separate occasions.
- d. **Notification of Test Results:** All applicants will be notified of their tests results.
- e. **Post-Offer, Pre-Employment Physical Examinations (Policy G-4):** Prior to beginning employment, some Library positions require passing a thorough medical examination. These examinations are only required for positions

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which include physical effort beyond levels encountered in a regular department environment, or as required by state or federal rule. The Library pays for these examinations and they are administered by a physician designated by the Library. Should a question arise concerning an applicant's ability to perform essential functions of a job, the applicant may be required to obtain further medical documentation.

This additional documentation will be at the applicant's cost.

- 1) The Library will schedule all appointments for physical examinations and notify the applicant.
 - 2) Human Resources will receive the results of all physical examinations and will forward the results to the Library's Appointing Authority.
4. Notification of Applicants: Appointing Authorities are encouraged to notify all candidates in writing regarding their decision in the selection process. The Appointing Authority will send a letter of confirmation advising the newly hired employee of:
 - a. Date employment begins
 - b. Where to report for work
 - c. Hours of work
 - d. Supervisor's name
 - e. Starting hourly or biweekly salary
 - f. Specific job requirements (e.g. safety equipment, grooming and dress requirements, etc.)
5. Rejection of Applicants: The Library Director or her/his designee should notify interviewees not selected and inform them of the basis for rejecting the applicant and that their applications will be kept in the active file for one year. As far as practicable, this should be done on a standardized letter. In certain situations, it may be necessary to notify all applicants of the decision, including those not interviewed.
6. Verification of Employment: Prior to extending an offer of employment, the Library Director or her/his designee will conduct a **detailed** reference check regarding employment history of the final candidates.
7. Verification of Education: Certain positions have specific post high school educational requirements. Before an individual is selected and hired, the Library Director or her/his designee will make certain the individual provides the Library

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with the appropriate college or university transcripts. Continued employment with the Library is dependent on verification of the applicant's credentials.

- i. ~~After the hiring process is completed, remaining job applications will be placed in the active file at the Library for one year. Following the job offer and acceptance, the Library Director or her/his designee will inform Human Resources of the applicant(s) who are to have a physical examination (Policy G-4) or drug testing (Policy E-14). The Library's Associate Director, Public Services candidate will schedule the appointment for their physical/drug testing. and notify The Library will notify the applicant of details the results.~~
- ii. ~~Human Resources receives the results of the physical examination(s)/drug testing and forwards them to the Library.~~
- iii. ~~All applicants will be notified of their test results.~~
- iv. ~~The Library Administrative Assistant will send a letter of confirmation advising the new employee of:~~
 - v. ~~Date employment begins~~
 - vi. ~~Where to report to work~~
 - vii. ~~Hours of work~~
 - viii. ~~Supervisor's name~~
 - ix. ~~Starting hourly or biweekly salary~~
 - x. ~~Specific requirements (e.g. safety equipment, grooming, dress requirements, etc.)~~
8. ~~The Library Administrative Assistant will notify interviewees not selected and inform them that their applications will be kept in the active file for one year. This should be done in a standardized letter. In certain situations, it may be necessary to notify all applicants of the decisions, including those not interviewed.~~

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K. Final Processing

1. The Library ~~Administrative Assistant~~ will ~~establish~~ create a ~~Personnel Human Resources~~ File for the new employee which will contain the following:
 - a. Personnel Transaction Notice (PTN)
 - b. Original job application
 - c. Any test scores
 - d. Reference checks results
 - ~~e. Physical examination and/or drug testing results~~
 - f. Copy of confirmation letter, and
 - g. Any other required forms

L. The Immigration Reform and Control, Act of 1986 (IRCA)

IRCA is a comprehensive federal law intended to reduce illegal immigration by removing employment opportunities for those who are in the United States illegally. Under this law, we may only hire citizens and aliens who are authorized by the Immigration and Naturalization Service to work in the United States.

To comply with this law, every applicant will be informed that, if offered employment, they will be required to attest, under penalty of perjury as to their employment eligibility, and to produce an original document or documents which are genuine and legally acceptable to establish their identity and employment eligibility, as listed on the I-9 Form of the Immigration and Naturalization Service. No inquiries will be made regarding citizenship or national origin.

Exception: The verification requirements of IRCA do not apply to persons in continuous employment with the City of Waukesha since November 6, 1986 or earlier.

M. Orientation

New employees will attend a mandatory orientation prior to their start date to complete all required payroll paperwork and to review Library work and safety rules and key policies. The Library will forward the required documentation to the City Human Resources Department.

The employee's supervisor will be responsible for an overall orientation, including a building tour, introducing co-workers, explaining hours of work and departmental safety rules, reviewing job duties, and initiating training.

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~~All part-time employees:~~

~~On the first day of employment, the new employee's supervisor will arrange for the new employee to meet with the Library Administrative Assistant to complete all required personnel, payroll, and all additional forms generic to the Library. The employee will be assigned a locker, mailbox, etc., at this time. The Library Administrative Assistant will forward all the required documents to the Human Resources Department for processing. The City Human Resources Office will forward all the documents to the Finance Office for processing.~~

~~Regular Full-time Employees:~~

~~On the first day of employment, the new employee's supervisor will arrange for the new employee to meet with the Library Administrative Assistant to be assigned a locker, mailbox, etc., and process all forms generic to the Library. The Library Administrative Assistant will arrange for the employee to report to the City Human Resources Office to complete all required personnel and payroll forms. The purpose of this session is to introduce the employee to City benefits. The City Human Resources Office will forward all the documents to the Finance Office for processing.~~

~~The Library will schedule an appointment with the City Human Resources Department for all full-time regular employees to review available benefits and to complete benefit enrollment forms.~~

N. Payroll Processing

Following the employee's initial orientation, the Human Resources Department will process all documents required for payroll activation.

O. Management Recruitment Policy

- ~~1. If the Library Board determines that an executive recruitment firm will be used to help with the selection of the most qualified candidate, the Library must use funds within the Library's budget to pay for these services.~~

P. Recruitment Retention

~~The Library Board is authorized, when competitive reasons require, to offer the following benefits in addition to those ordinarily provided by Library Policy:~~

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1. Up to two (2) additional weeks of vacation
2. Up to ten (10) days of sick leave
3. Waiver of the thirty (30) days waiting period for health insurance coverage

Approved by the Library Board
~~April 14, 2005~~ October 11, 2018