



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Recruitment, Selection, Appointment
Section Number: 2.1
Section Name: Recruitment
Last Revised:

- A. When the Board of Trustees approves a new position or determines that a vacancy will be filled, the job description, qualifications, pay rate and application deadline will be posted in the Library and on the Library's Internet home page for a period of two (2) weeks. The Director will maintain a file of all posting notices.
- B. Applications will only be accepted when vacancies are announced.
- C. Positions may be advertised in major area newspapers. Professional positions may be advertised in newspapers with national circulation, professional journals and newsletters.
- D. School placement services, colleges and universities with appropriate training programs and the Ohio Bureau of Employment Services will be contacted, when appropriate. Programs providing training for individuals with disabilities will be contacted whenever similar programs for the able are contacted.