



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Recruitment, Selection, Appointment
Section Number: 2.2
Section Name: Selection
Last Revised:

- A. A prospective employee must complete the approved employment application form in order to be considered for a vacancy.
- B. If an individual with a qualifying disability requests reasonable accommodation, it will be provided during the application and selection process. An applicant will receive a copy of the position description before being interviewed or tested.
- C. The Director will review applications and forward qualified candidates to the supervisor. The appropriate supervisor and selected department staff will then interview candidates and make a recommendation to the Director. A fully qualified, current employee will be given consideration for transfer or promotion to a vacant position, provided he/she applies within the allotted time period. Qualifications, not length of service, will be used to determine internal transfers or promotions.
- D. Reference checks, background checks and job related testing procedures will be conducted. Any job-related employment tests will be administered in an objective manner. If an individual has a qualifying disability, the test will be administered in a manner that ensures the results reflect the skills, aptitude or other factors to be measured. Only job related skills will be evaluated.
- E. At least two (2) documented reference checks will be conducted before a candidate is recommended for employment.
- F. The most qualified applicant(s) will be recommended to the Board. Employment recommendations are subject to approval of the Board of Trustees.
- G. An applicant will be eliminated from consideration if he/she:
 - 1. Does not possess the knowledge, skills and/or abilities necessary to effectively perform the duties of the vacant position;
 - 2. Has a qualifying disability and is unable to perform the essential functions of the job with or without reasonable accommodation;
 - 3. Has made a false statement of material fact on the application form or any supplements;
 - 4. Has committed or attempted to commit a fraudulent act at any stage of the selection process; or
 - 5. Has an unsatisfactory record resulting from background, reference checks and job related tests.

If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the employee is subject to discharge.