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Wild Wisconsin Winter Web Conference:

“More Quality Time with the HR Guy - Interviewing, Selection,  
and Library Staffing”

# Overview of the day

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- Setting the stage for recruitment and staffing
- Developing a job description
- Essential Functions
- Developing a posting and setting deadlines
- Pre-Interview – Confirming interest, wage compatibility, and schedules
- Types of interview questions
- Developing an interview evaluation tool
- Avoiding common rater-errors
- Managing the Interview
- Job Offer and Start Date

# Setting the Stage

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Your Board of Trustees just approved the hiring of a full-time children's librarian.  
Now what?

1. Do not speak of the position in terms of it being "Sara's" or "Rick's" or "April's" position.
2. Do not skip important steps in planning and preparation just because others are asking you when you are going to post it.
3. Do...take your time but be efficient, thorough, and prepared...

# Develop a Job Description

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Let's review the basic components of a job description using a sample from Kent District Library.

# Essential Functions

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*Essential Functions:* Those job duties and activities that define the job and without which, the job would not be recognized in the same manner.

# Developing a Posting and Setting a Deadline

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Some tips on postings:

1. Be bright, be brief, be gone...but go ahead and link them to more documents.
2. Provide an overview of your library, listing the emerging and exciting things you have planned or anticipated in the year ahead.
3. Be clear about the deadline to apply and link your application.
4. Resist the temptation to engage in informal interviews – practice saying “we look forward to reviewing your credentials after the posting deadline and will be in touch.” [And follow up on that statement.]

# Pre-Interview

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- Reach out by phone/text and ask them briefly about their interest in the position. Then acknowledge the \$ question.

“ I want to acknowledge our starting rate for this position is \$41,000 a year, and that it’s full-time with benefits, requiring some evenings and weekends on a rotating schedule with the balance of staff. Before I offer you an interview, I want to be sure you are comfortable with that annual salary and those working conditions?”

# Types of Interview Questions

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Questions that engage a conversation-like atmosphere are best.

Are you good at engaging both parents and kids during story time? Give examples...

Instead use:

Tell us about how you would run story times. Then be prepared to ask additional questions such as; How would you engage a rambunctious toddler who's parent seems distracted by their phone?

# More sample questions...

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Please share your process for engaging your co-workers when planning programs.

Let's role play....E.g., "I'm a coworker who feels like we need to bring back the program on the petting zoo, but the library director has expressed we take a break ever since the incident." "Why can't we have the petting zoo?" .....  
"Here's a list of parents that have asked me about the petting zoo. I'd feel awful if we disappointed them."

# Plan your interview

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- Have copies of questions in writing
- Manage your time
- Manage the candidate's time
- Consider a greeting party (someone who sits with them or gives them a brief tour – a word about internal candidates)
- Provide closure: “We’re glad you applied and appreciate your time. We anticipate making a decision in the next five days and will be in touch either by phone or e-mail.”

# Evaluation

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- Consider developing a simple evaluation tool. List each question, then provide space for notes and a numeric rating. Interview team members can then use these notes to discuss candidates.
- Manage the Interview Team Debriefing “We’re here to support Barbara, as the hiring supervisor, in making her decision. We may or may not reach consensus, but what’s most important is that Barbara has your input on each candidate so that she can decide.”

# Bonus Information

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Two tools I've developed for staffing in the library industry.

- 1) Circulation Assistant Sub Pool [See Document]
- 2) Bookmark [See [BookmarkHR.com](http://BookmarkHR.com)]

Thank you! Brian L. Mortimore, SPHR [bmortimore@kdl.org](mailto:bmortimore@kdl.org)