

XXVII. Hiring Policy

Policy purpose.

To ensure fair, transparent, and legally compliant hiring for all library positions and to attract a qualified, diverse applicant pool.

Scope.

Applies to all staff positions (part-time, full-time, temporary) hired by the Forest Lodge Library, unless otherwise provided by collective bargaining agreement, civil service ordinance, grant condition, or law.

Policy

1. General principles

- All hiring will comply with Wisconsin and federal law prohibiting employment discrimination and with the library's nondiscrimination statement. The library will provide reasonable accommodation for applicants with disabilities upon request. The library will also follow all Town of Cable hiring policies.


2. Posting & advertising — when and how long

- **Internal posting:** When practical, vacancies will be posted internally for **7 calendar days** to allow current staff to apply for any positions applicable.
- **External posting:** For non-restricted external recruitment the position will be posted publicly for a **minimum of 14 calendar days**. For professional or director-level positions the library will normally post for **21–30 calendar days** to increase applicant pool and allow for mailed applications.

Where to post

Postings should include at least three targeted and broad channels to reach qualified candidates:

- **Job Center of Wisconsin**
- **Library association lists and job boards:** Wisconsin Library Association jobs list, regional library consortia, public library listservs.
- **Local media:** Sawyer County Record, Ashland Daily Press, Bottom Line News
- **Municipal channels:** Towns of Cable and Namakagon website, Forest Lodge Library website, Forest Lodge Library social media pages, Forest Lodge Library email list.
- **Professional and diversity boards:** ALA JobList, library school career centers, and diversity-focused job boards as appropriate.
- **General job sites:** Indeed, GovernmentJobs (if you use them) or other job-listing services.
- **On-site:** Library bulletin board, and direct email to local college career centers.

Board President:  _____

Carl Lippert

To be reviewed every three years.

Review date: October 2028