

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 112

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SUMMARY HIRING REPORT-PROCEDURE

Reviewed and  
Updated 8/06

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3. Completes portion of SHR with applicant flow prepared by the recruiter. Since completion and return of this portion of employment application is voluntary, the totals may not equal total applicants for the position.

4. If no minority candidates are part of the initial interview, the HR staff will confer with the hiring authority to explore ways to attempt to expand the pool of candidates.

**Human Resources Authority**

5. If the initial interview pool of hiring candidates is not expanded to provide an appropriate number of minorities candidates, Human Resources may advise that the search should be reopened.

**Hiring Authority  
Human Resources Recruiter**

6. Determines candidates to be interviewed and completes initial interview portion of SHR labeled "Hiring Authority". Secures minority candidate information selected for interview(s) from Human Resources by providing names of applicants to be interviewed.

7. Completes Final Interviews portion of SHR and forwards to Department Head for approval.

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**Department Head**

8. Reviews form, and if appropriate, discusses the recommended candidate with hiring authority. Approves or disapproves the hiring action. If the position is grade F or above, confers with Executive Director.

**Executive Director**

9. Executive Director will review SHR and approve hiring action for all positions.

**American Library Association**

**Summary Hiring Report**

(To Be Completed by Human Resources Recruiter before offer of Employment is Extended)

Position: \_\_\_\_\_ Grade: \_\_\_\_\_

Unit/Dept: \_\_\_\_\_ Salary Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Hiring Authority: \_\_\_\_\_

Recruitment Strategy: (attach a copy)

Number of candidates responding to a vacancy: \_\_\_\_\_

Candidates: Internal \_\_\_\_\_ Outside: \_\_\_\_\_

Number of identifiable applicants by gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_

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**Hiring Authority**

**Interviews**

## **AFFIRMATIVE ACTION PROGRAM**

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### **Voluntary Applicant Data**

The American Library Association is subject to cert