



## Policy HR 2.1 Filling Vacancies

Adopted by the Library Board of Trustees: 01/24/2013

NOLS strives to recruit and select employees who possess the essential job qualifications, skills, and abilities that will best serve the Library and its patrons.

A Request for Criminal History information will be performed for all new hires. New hires are required to complete and sign an Authorization to Conduct a Pre-Employment Background Check form.

A credit check may be conducted for positions having access to cash registers, pay stations or the Library's finances. Credit checks must be performed in accordance with the requirements of federal and state law. *RCW 19.182.020*

### **1. Internal job applicants**

Whenever a job opening occurs in any job classification, Library administration will send the job announcement to all employees via email. All employees may apply for any vacant position.

### **2. External job applicants**

The Library is committed to selecting highly qualified job applicants that reflects the diversity of the communities we serve. When appropriate, vacancies will also be announced to the public in a fashion reasonably designed to attract diverse and qualified applicants.

### **3. Administration**

The Library Director is responsible for administering this policy.