

Lib-05-005

Section: Tofield Municipal Library Staff

Title: Employee Recruitment

Approval Signature: _____

_____, Chair, Tofield Library Board

Latest Revised Date: _____

1. All vacancies arising for existing or new positions within the library shall be staffed following an open competition.
2. Selection of the manager will be made by a selection committee comprised of a minimum of 3 members of the Board.
3. The library manager will be responsible for recruitment and selection of all other library staff, with final approval by the Board.
4. Only those applicants who have been short-listed will be contacted. Those who are not offered the position, but who were short-listed, will be contacted by telephone.
5. Any offer of employment shall be in writing and the acceptance or refusal of such an offer shall also be in writing.
6. Before being placed on permanent status, new employees must complete a satisfactory 3-month probationary period. Probationary periods are an opportunity to learn if an employee is suitable for the position appointed (Lib-05-002).