



Hortonville Public Library

Hiring Policy

Amended February 2017 by Rachel Martens

The Hortonville Public Library is committed to cultivating and preserving a culture of diversity and inclusion throughout our organization. As a staff, we believe our differences in age, race, color, disability, ethnicity, marital status, gender identity or expression, language, national origin, physical and mental ability, religion, sexual orientation, veteran status, and other characteristics enhance our understanding of, and service to, the community. We strive to honor this commitment through staff development and in our recruitment, hiring, and promotion practices.

The Hortonville Public Library seeks out qualified applicants through a variety of recruiting sources including community organizations and educational institutions. Open positions are posted to the Library's and the System's website for applicants, as well as to the Library's social media account(s).

Applicants whose qualifications best match the requirements of a position are interviewed by the director. It is the Library's policy not to consider applications and resumes received after a posted closing deadline.

Prospective Library employees must consent to a background check to be considered for employment. The screening will include the following areas: social security/address verification, national sex offender registry, WI circuit court records, county court records, federal criminal records, national prison records, and the national terror watch list.

If the candidate is selected for employment by the library, they will be issued an offer of employment contingent upon a pre-employment physical and drug screen.

Although an initial offer of employment with the Hortonville Public Library is for a particular position, the Library reserves the right to reassign an employee based upon the needs of the library.

NOTE: This is a preliminary library-specific policy which will be incorporated into the Village Personnel Manual when it is rewritten in 2017.

Last Approved: April 24th, 2016

Amended: February 20th, 2017

Reapproved: March 7th, 2017