Hiring a Federal Librarian?

When posting a vacancy announcement, there are several factors to consider. The following checklist can help you navigate the hiring process.

♦ **Qualification Standards**

> Qualification standards outline the basic position requirements as well as the educational and experience requirements for positions at the GS-9 and higher level. For more information on library and archive positions for the 1400 – 1499 series, see OPM's "Qualifications Standards for General Schedule Positions/Library and Archives" at http://www.opm.gov/qualifications/sec-iii/a/1400-NDX.HTM.

♦ **Knowledge, Skills and Abilities (KSA's)**

- Ensure that the KSA's are clearly stated.
- Make sure the KSA's accurately reflect the duties and responsibilities of the position.
- Work closely with your Human Resources Offices and discuss any concerns you may have about the KSA's.
- For sample KSA statements, see the following on the FLICC Web site:
  Public Services Librarians at http://lcweb.loc.gov/flicc/wg/ksa-pub.html
  Systems Librarians at http://lcweb.loc.gov/flicc/wg/ksa-sys.html
  Catalogers at http://lcweb.loc.gov/flicc/wg/ksa-cat.html.

♦ **Vacancy Announcement**

- Confirm that the position title accurately reflects the job you wish to fill.
- Confirm that the grade level is appropriate for the position, and specify whether the position will have promotion potential.
- Determine who will be eligible to apply for the position. Will the vacancy be limited to agency personnel? Is the position limited to status candidates and reinstatement *eligibles*? Do you wish to also consider outside applicants?
- Do you know what hiring authorities are available in your agency?

♦ **Recruiting**

- Do you wish to advertise your position in local or national newspapers, in professional journals or on professional association Web sites (American Library Association, Special Libraries Association, etc.)?
- Consider contacting library schools and informing them of vacancies.
- Determine whether you wish to conduct targeted recruiting (i.e., special language requirements, diversity efforts, etc.).

- Consider placing your vacancy announcement on listservs.

♦ **Rating Applications**

- Make sure that the individuals rating applications have an understanding of the position.
- If possible, try to assure that someone who has performed the type of job you are filling, or who has a working knowledge of the requirements of the position you are filling, participates in the application rating process.

- Keep the lines of communication open with your Human Resources office and stay involved in the process.