



**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

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EMPLOYEE SELECTION

Reviewed

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All advertising must carry the words "An Affirmative Action, Equal Opportunity Employer for minorities, women, veterans and people with disabilities"

In order to ensure uniform compliance to ALA recruiting and hiring practices, all requests to fill positions, whether full time, part time, or temporary, must

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Once the number of acceptable applicants has been identified but before the employment decision has been made, the Human Resource Department is responsible for reference checking, when generally, the following items on the application or resume should be verified:

Check with at least two or three of the applicant's most recent employers and, where possible, determine the accuracy and completeness of all information concerning dates of employment, position and duties, compensation and performance.

Check the accuracy of academic degrees and obtain verification in writing from the concerned educational institutions. Checking is limited to highest or most recent degree.

Personal references may be checked, but should not be the

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Reference Personnel Policy \_\_\_\_\_, Equal Employment Opportunity  
Personnel Policy \_\_\_\_\_, Affirmative Action