

Watertown Regional Library Board  
Minutes of the February 27, 2017  
Special Meeting  
160 6<sup>th</sup> Street NE  
Watertown, SD

Board President Weigel called the meeting to order at 5:20 p.m. Members present were: Bruce Buhler, Anne Gabel, Deb Shephard, Judy Trzynka and Dave Weigel. Absent: Jackie Baxter. Also present: Mayor Steve Thorson, Human Resource Coordinator Audra Hunt and Library Director Mike Mullin.

Discussion about the process that will be used to fill the Library Director position occurred. Hunt provided a list of potential questions to be asked during interviews and asked the Board to suggest others. She also provided a copy of the *External Hiring Process for Exempt / Full-time Staff* (attached). During the discussion the following decisions were made:

- Hunt and Mullin will review the current job description and make any changes that are needed.
- That Hunt would begin advertising the position as soon as possible.
- A committee to consist of the Mayor, Hunt, Buhler, Gabel and Weigel would review the applications received and recommend a short list of people for the Board to interview.
- The closing date for applications is to be May 1, 2017.
- Travel expenses for candidates will not be paid.
- There may be an overlap of a week or two with the new Director and the current Director.

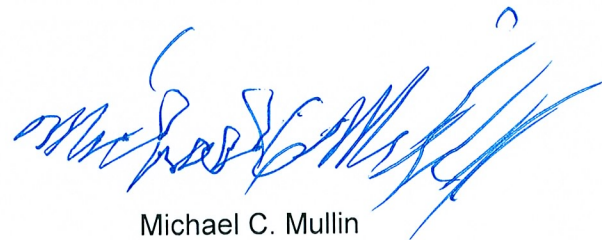
Executive session: None

Meeting adjourned at 5:57 p.m.

Approved



David R. Weigel  
Board President



Michael C. Mullin  
Secretary

Written: February 28, 2017

## **External Hiring Process for Exempt / Full-time Staff**

1. Application process
  - a. Complete an official City of Watertown application
  - b. Submit to Human Resources Coordinator by closing date and time
2. Pre-Interview
  - a. Department head and Human Resources Coordinator review and approve interview questions (may also include applicable board, committee, council member if vacancy is a department head position)
  - b. Applications reviewed by Human Resources Coordinator and department head (may include direct supervisor of the position opening as well applicable board, committee, council member if vacancy is department head position)
  - c. Candidates not meeting the minimum qualifications notified by the HR office - no longer considered for the position
  - d. All applicants meeting the minimum qualifications placed on the eligibility list – no maximum
3. Candidate interview selection
  - a. Human Resources Coordinator and department head select best qualified candidates to interview (may include direct supervisor of the position opening or applicable board, committee, council member if vacancy is a department head position)
4. Interview team
  - a. Minimum of four individuals (Human Resources Coordinator is one member)
  - b. Maximum of five individuals (Human Resources Coordinator is one member, this number may exceed five, if the position is a department head, or management level position)
  - c. Eligible staff to conduct interviews for exempt, applicants include
    - i. department head, assistant to department head, Mayor, first-line supervisor for position, applicable board member, committee member or council member
5. Interview process
  - a. Each member independently evaluates and scores each interviewed candidate using standardized score sheet
  - b. Standardized score sheet to be used during all interviews will be provided by Human Resources Coordinator
  - c. All score sheets signed by individual interview team member
  - d. Score sheets given to the Human Resources Coordinator as part of official file
  - e. Human Resources Coordinator proofs scores and compiles results sheet for overall ranking order
  - f. Candidate receiving the combined top score ordinarily receives conditional offer of employment, must come from top 5 overall score (if better overall “fit” for department)

g. Ranking order considered in determining future candidate selection

6. Post interview

- a. Conditional offer of employment letter prepared by the Human Resources Coordinator
- b. Authorization for background check as needed
- c. All pre-employment conditions completed prior to official date of hire
- d. Human Resources Coordinator completes all follow-up letters for post-interview process
- e. Once pre-employment conditions are successfully completed for the candidate, an offer letter of employment is prepared by Human Resources Coordinator ; start date is determined

7. Future openings of the same position title

- a. Internal promotional posting if required by Union agreement governing position
- b. If no candidate promoted, may return to the eligibility list
- c. If the current ranked candidates on the list no longer interested, department head may request an interview team to conduct interviews for any candidates not interviewed who are remaining on the eligibility list , or may request to externally post a new opening
- d. Term of the eligibility list expires one year from closing date of original position opening