Ten tips for law library staffing:

From preparing to place a job post to the exit interview

Law Associations are responsible for the operations of their Law Libraries and, as such, are the employers of library staff. This checklist has been designed to help you hire, manage, and terminate staff. Please let FOLA, OCLA, and LiRN know of the new hire: FOLA at **katie.robinette@fola.ca**, OCLA at **Shuie@waterloolaw.org** and LiRN at **TLeitch@lirn.ca**.

☐ 1. Create Your Job Posting

Determine the roles and responsibilities needed to carry out all the functions the position requires. Specify the minimum education level and list any credentials/degrees. Identify salary range. See **Sample Library Staff Tasks**, **Sample Role Description Matrix**, **Sample Salary Matrix,** and LiRN's **Sample Diversity & Inclusion Policy**.

☐ 2. Post Job

Best places to post: **Partnership Job Board** and **UofT's Job Board**. Ask a staff person in another library to send the posting to **OCLA** and **CALL**. You can also post for free on FOLA's website.

☐ 3. Promote Job Posting

Use social media! Consider pinning posting to ensure it stays at the top of your social media feed for as long as the position remains open. Use hashtags to target appropriately.

☐ 4. Selecting Interview List

Coming up with a 'short list' of applicants you want to invite to the next step of your recruitment process (in most cases, that's some form of an interview). This is normally based on specific criteria you set before you post the job.

☐ 5. Interviewing

Start with phone interviews for pre-screening. Determine your interviewing style (panel, one-on-one, etc). Prepare specific questions in advance. Be sure to provide opportunities for them to ask you questions. Include a tour of the library and show them where they would be working.

☐ 6. On-Boarding

Have an employment lawyer prepare a contract & ensure it is signed prior to their first day. Create checklists for what they need to know before they start, what they need to know the first day, and another to do their job (refer to **Sample Library Staff Tasks**). Ask LiRN (**TLeitch@lirn.ca**) to connect you with their Roving Librarian to help with onboarding. See **Sample Onboarding Process**

☐ 7. Librarian & Staff Management

Set goals and determine frequency of check in meetings. For the first few months, these meetings should be frequent. Determine how you plan on measuring performance. See **Sample Performance Management Documentation**

☐ 8. Performance Reviews

Establish how often you will want to conduct formal performance reviews. Think of these as not just an opportunity for you to review them, but more of conversation and a chance for them to offer input.

☐ 9. Exit Interview

Take advantage of a leaving employee to ask them questions that could help you improve operations at your Law Library. Visit "**6 Steps for Conducting an Exit Interview**" on the Indeed website.

☐ 10. Terminating

It's never easy to terminate an employee, but most employers have to face the task at one time or another. To avoid repercussions, it's important to plan ahead and know the law. Prepare documentation and be clear in all messaging.