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-iiii/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.

♦ 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.