HIRING POLICY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

The Kenosha Public Library is committed to cultivating a diverse and inclusive culture that welcomes all people to the library. KPL staff believes our differences in age, race, color, disability, ethnicity, marital status, gender identity or expression, language, national origin, physical and mental ability, religion, sexual orientation, veteran status, and other characteristics enhance our understanding of, and service to, our diverse community. We strive to honor this commitment through staff development and in our recruitment, hiring, and promotion practices.

In order to ensure that KPL is both reflective of and relevant to the community it serves, the Kenosha Public Library Board encourages and supports recruitment and continuing education initiatives that facilitate the hiring and promotion of a diverse workforce at all organizational levels.

The Kenosha Public Library seeks out qualified applicants through a variety of recruiting sources including professional, community, and educational institutions. Open positions are posted to the KPL website and on the City of Kenosha's NeoGov portal. Select positions may also be posted to regional and national job banks. Applicants may submit their application through the City of Kenosha's NeoGov site.

Applicants whose qualifications best match the requirements of a position are interviewed by a team of supervisors which may include the Head of Administrative Services and Staff Training and the Library Director. It is the Library's policy not to consider applications and resumes received after a posted closing deadline. Due to the high volume of applications and resumes received for positions at the Library, it is not possible to interview everyone.

Although an initial offer of employment with the Kenosha Public Library may be for a particular position at a certain location, the Library reserves the right to reassign an employee to an alternate location based upon the Library's needs.

Approved, KPL Board of Trustees – July 11, 2017   Last Reviewed: 10/13/20