

# Lakeland Library Cooperative

## Human Resources:

From Job Description to Performance Review

Friday, March 21, 2014

9:30 am - 4:00 pm

(Registration 9:15 am - 9:30 am)

### Topics

- **Building a Job Description**
- **Posting a Job**
- **Designing Interview Questions**
- **Conducting Interviews**
- **When Interviews Go Wrong**
- **Selecting a Candidate**
- **Making the Offer**
- **On-Boarding a New Hire**
- **Administering the Formal Performance Review**



#### Location

Howard Miller Public Library  
14 S. Church Street  
Zeeland, MI 49464

Register online at:

<http://arwen.llcoop.org>

Registration Deadline: March 13, 2014

#### Cost

LLC Member: \$40  
Non-LLC Member: \$55  
Registration fee includes lunch.  
(Please indicate any special dietary needs with registration.)



Presented by the Lakeland Library Cooperative Continuing Education Committee

Participants may call (616) 559.5253 ext. 210 on the morning of the workshop to find out if the event has been cancelled for any reason. Lakeland Library Cooperative requires a 7-day cancellation notice; otherwise, full registration fee will be forfeited.