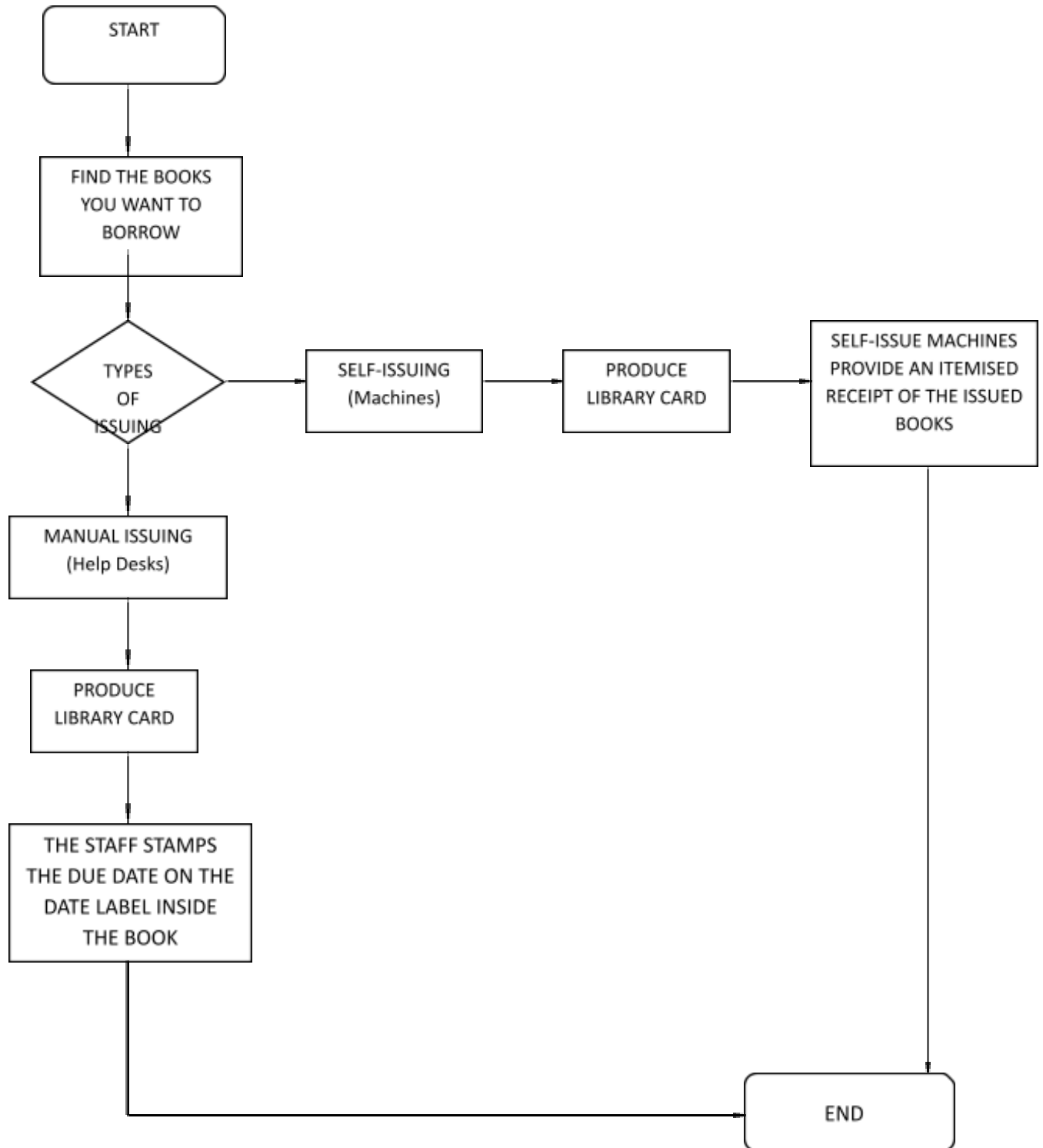


Issuing A Book from The Library

The following section describes the process of issuing a book from a library with the help of a simple flowchart, followed by a detailed explanation.



When you have selected the book that you want to borrow, you can either take the book to the self-service machines (if available) or to the library's help desk. At the help desk, you must produce your membership card, following which, the staff member issues the book to your library card.

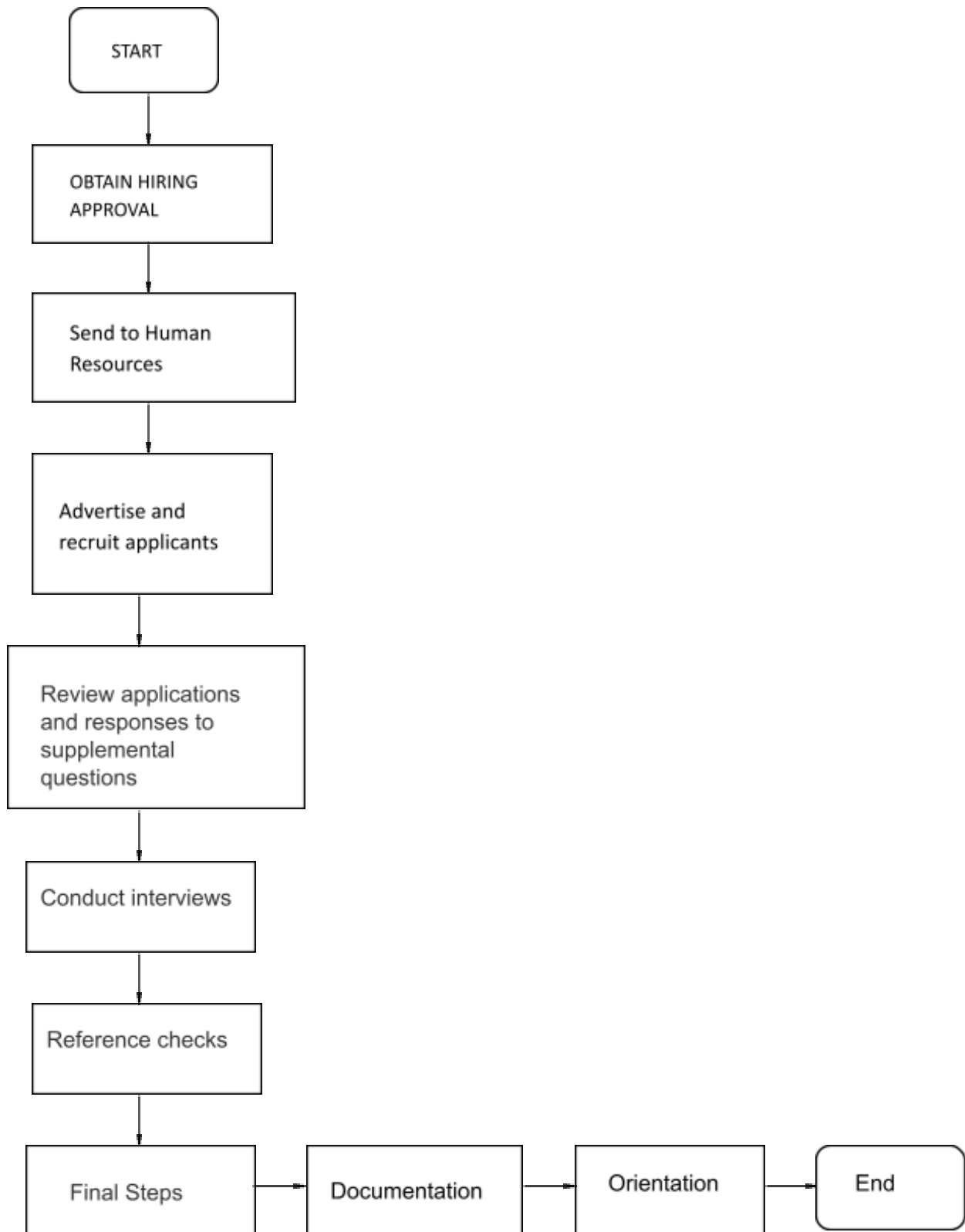
Self-issue machines provide an itemised receipt of the book that was issued. If you go to a help desk, a library personnel stamps the date of issuance on the date label pasted on the first page of the book.

Note that the library can refuse to issue books for any of the following reasons:

- You are not a member of the library.
- You do not have your membership card on you.
- You have a block on your library record. The block can be a result of an overdue book, a re-called book, or an outstanding fine.

Exercise 2:

Draw a complex flowchart explaining the process for recruitment drive for filling up job vacancies.
Also write down the explanation of the flowchart on a separate sheet.



1. Review the position:

If the vacancy is created by the termination of an employee, the recruiter first decides if he wants to fill the position as is or change it before recruiting for a new employee. The position description is reviewed and appropriate changes are made to ensure that the skills needed are being recruited. When recruiting for a new position, a position description for the job is prepared.

2. Send to Human Resources:

The Employment Manager in Human Resources reviews the opening.

3. Advertise and recruit applicants:

The Employment Manager prepares a recruiting announcement specific to the vacancy. The job posting includes a general description of job responsibilities, minimum qualifications (education and work experience), salary range, and supplemental questions.

Individuals interested in applying are instructed to contact Human Resources for application materials.

4. Review applications and responses to supplemental questions:

The next task is to screen the applications and identify those candidates the recruiter wishes to consider further. To assist in this initial evaluation and ensure adequate documentation of the selection process, Human Resources supplies written instructions for evaluating application materials. The form uses a numerical rating key to evaluate applicant responses to each question.

5. Conduct interviews:

Interviews are an excellent way of learning the abilities each candidate would bring to the job and assessing interpersonal skills. It not only gives the recruiter an opportunity to evaluate the candidate, it provides the candidate information about the job and department.

6. Reference checks:

The recruiter evaluates information learned from review of written materials, interviews, and work samples (if used) to narrow the field to one or two finalists. Recruiter's consideration should focus on the candidate's ability to perform the essential functions of the job. The next step is reference checks.

Since on-the-job performance is the most accurate predictor of future job success, past supervisors are the best choice for references.

As with other parts of the recruitment and selection process, information solicited in a reference check focuses on the applicant's ability to perform the essential functions of the job.

7. Final steps:

Each component of the selection process is evaluated to determine the most qualified candidate.

The recruiter may consider scheduling an additional interview or conducting additional reference checks. In some instances, it may be appropriate to re-recruit. The Employment Manager is available for consultation.

Once the hiring decision is made, the recruiter needs to make a job offer to the hired candidate. In making the offer to the candidate, the recruiter and the candidate agree on the starting date and pay level.

After making the offer to the chosen candidate, HR is notified about the starting date and pay level. Human Resources sends a confirmation to the new hire.

8. Documentation:

The recruiter is responsible for maintaining all documentation related to a job search. This documentation helps protect the University and the recruitment department in cases of complaints or charges of discrimination and provides the framework for your next recruitment.

Documentation should include items related to the vacancy: position description; recruiting announcement; copy of ads (including where and when they were placed); list of recruitment sources; names of interview panel members.

Documentation must also include things related to all applicants: applications; resumes; reference letters; supplemental questionnaires and rating forms; interview notes (make sure the names of note takers are included); reference check notes; documentation of work samples.

9. Orientation:

Orientation takes two forms: formal orientation conducted by Human Resources, and on-the-job orientation by the hiring department. The Employment Manager will send information about the Benefits Orientation to the new employee in the confirmation letter. Human Resources also conduct a half-day general orientation program for all new classified employees.