Making every new hire count

The Cataloging Services Department at the University of Virginia Library has experimented with an approach to hiring that seeks to bring each new employee into the best possible learning environment. We wanted to make the socialization and training more effective by empowering existing staff to take responsibility for the success of new employees.

The program involves working with existing staff before the employee arrives. The main components are (1) including staff in the hiring and orientation process and (2) assisting staff in analyzing how they influence new employees and what they can do to ensure their success.

Staff are included on search committees for new hires or meet with candidates during interviews. Staff are also involved in preparing orientation/training programs. We use a broad base of trainers and have found many benefits, one being the shared responsibility the trainers take.

We schedule a meeting before the employee arrives to go over last minute details of the orientation. At those meetings we have presented the ideas of Fairfield-Sonn (“Work Group Reactions to New Members: Tool or Trap in Making Selection Decisions?,” Public Personnel Management, Winter 1984), who

physical condition or whose uncertain future access necessitates urgent attention. Grants of up to $20,000 are available to cover travel ($2,800) living expenses (not to exceed $1,250/month) and research expenses. Although the first application deadline was May 11, 1993, proposals will be reviewed at bi-monthly deadlines, subject to availability of funds. Contact NEH at (202) 606-8210 or e-mail: nehres@gwuvm.gwu.edu with “archival research” in the subject line.

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Compile a subject list of Internet resources
C&RL News would like to print brief subject lists of Internet resources such as the one prepared by Jeanne Brown on architecture studies that appeared on page 189 of the April 1993 issue. If you are interested in preparing a brief list in your area of expertise contact: Mary Ellen Davis, Editor & Publisher, C&RL News, 50 E. Huron St., Chicago, IL 60611 or e-mail: U38398@uicvm.uic.edu.