

## Candidate FAQ – Careers at CML

### Application Process

**Q: How do I apply for a position at Columbus Metropolitan Library?**

**A:** Visit our Careers Page to browse [open roles](#) and submit your application directly through the job posting.

**Q: Can I apply for more than one position?**

**A:** Yes! If you see multiple roles that match your skills and interests, feel free to apply for each opening.

**Q: What documents should I include with my application?**

**A:** We recommend submitting a resume and, if applicable, a cover letter or portfolio that highlights your relevant experience.

### After You Apply

**Q: How will I know if my application was received?**

**A:** You'll receive a confirmation email shortly after submitting your application.

**Q: When can I expect to hear back?**

**A:** All our positions are posted for a minimum of 5 days. We begin reviewing applications after the posting has come down but may review on a rolling basis. Depending on the volume of applicants received, you can typically expect an update within 1–2 weeks.

### Interview Process

**Q: What does the interview process look like?**

**A:** While it varies by role, our typical process includes:

- Recruiter screening
- Onsite interview with the hiring team
- Some roles may require a 2<sup>nd</sup> round interview

**Q: Are interviews virtual or in-person?**

**A:** Most interviews are conducted onsite at the branch or another CML location.

**Q: How should I prepare for the interview?**

**A:** We recommend reviewing the job description, researching our organization, and being ready to discuss how your experience and skills can add value to CML.

### Timelines & Feedback

**Q: How long does the hiring process take?**

**A:** It varies by role, but most processes are completed within 4 weeks from initial application to final decision.

**Q: Will I receive feedback if I'm not selected?**

**A:** While we strive to provide feedback, due to the volume of applications, we may not be able to offer detailed feedback for every candidate.



## Offer & Onboarding Process

### Q: Do you require references?

A: Upon completion of the interview process, we may invite one or more candidates to complete a reference check through SkillSurvey, which will send an online questionnaire to your references for completion. A recruiter will contact you to guide you through the process.

### Q: What are the next steps if I'm selected for a role?

A: After successful completion of the reference check, the selected candidate will be extended an offer. Our offers are contingent upon completion of a background check

### Q. What should I expect during onboarding and training?

A: We hold bi-weekly new hire orientation sessions at the Main Library. Additional training varies based on your role, which could include additional training at the Main Library, or at your assigned branch.

### Q: What benefits do you offer?

A: We're proud to offer our staff a comprehensive, competitive benefits package. Benefit offerings vary depending on part-time and full-time status and scheduled weekly hours. Learn more about our benefits [here](#).

## Diversity, Equity & Inclusion

### Q: Does the Columbus Metropolitan Library support diverse hiring?

A: Absolutely. We are committed to building a diverse and inclusive workplace and encourage candidates from all backgrounds to apply.

## Still Have Questions?

If your question isn't answered here, feel free to reach out to our Talent Acquisition team at [recruiter@columbuslibrary.org](mailto:recruiter@columbuslibrary.org)

