

New Staff Member Onboarding



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Purpose and design of this framework

Helping new staff members succeed is a responsibility of the library director. This template can be used by local libraries to create a packet and orientation process for onboarding.

It is impossible to process everything there is to know about the library in one meeting. The best onboarding educates new staff members as items arise. There are some basic things that staff members will find useful on their “first day.” This framework tries to address those needs.

MSL Consulting Support

Please [reach out to your MSL Consultant](#) for additional information and guidance.

New Staff Member Onboarding

What should be included in the packet given to the new staff member?

Library information

- ☐ Staff listing with contact information for each person.
- ☐ Copies of important library documents such as
 - Written plan for the library
 - Job description for the staff member
 - Organizational chart
 - Library policies
 - Library procedures and handbooks
 - Local government personnel policies and information (if applicable)

Name	Contact Information
Library Director	

Other Information

- [1-page document about the Montana State Library](#) and its services
- [1-page document about library federations](#)
- [Public library standards](#)

New Staff Member Onboarding

What do staff members need to know at the beginning of their employment?

- Who else works at the library?
- What is expected of the staff member?
 - First Day
 - First Week
 - First Month
 - 6 Months
 - 1 Year
- What continuing education or training opportunities are available to learn the job?
- How will performance be evaluated and feedback given?
- What is happening at the library right now?
- What services does the library offer?
- Who uses the library?
- What positive things are happening?
- What challenges is the library facing right now?
- What goals are the staff and board working on?

How do we best relay that information to new staff members?

- Schedule a tour of the library with the library director.
- Schedule an introduction meeting for the new staff member and other library employees.
- Give the new staff member a packet that includes information about the library, local government, the Montana State Library, the library federation, and support resources.