

FREE LIBRARY OF NEW HOPE AND SOLEBURY
JOB POSTING NOTIFICATION

Date: **October 2011**

Job Title: **LIBRARY DIRECTOR**

Location: **Free Library of New Hope and Solebury**
93 West Ferry Street; New Hope, PA 18938

Apply by: **December 15, 2011**

To Apply: **Submit resume and letter of interest with pre-employment testing (Instructions Below) *Please Note: The letter of interest and resume must be uploaded as one document. Please prepare prior to starting testing.***

PRE-EMPLOYMENT TESTING: We are asking all applicants interested in the Library Director position to complete pre-employment testing. The testing consists of three tests:

- Customer Service Aptitude Profile (CSAP)
- Word 2007
- Excel 2007

It takes about 40 minutes to complete all three tests. Please allow enough time to complete all three. You cannot start the tests, stop and resume testing. They must be done all at once.

Prior to starting testing, please create **one** document in any of these accepted formats: .doc; .docx; .rtf; or .pdf. The document should include: your cover letter (letter of interest) and your resume. When your document is completed, you are ready to start the testing. Please copy and paste the url below into your Internet browser:

<http://www.ondemandassessment.com/verify/apply/mBBRmA/hnDPDbA>

From there you will enter the testing site.

- You will be asked to enter your name and e-mail address. Once you are done, click "Submit."
- Next, you will be given an eleven-digit Test Event ID; click "Proceed."
- You must then upload your letter of interest and resume (one document).
- You will then start the CSAP test.
- Once you have completed each test, the next test will begin. When you have completed all the tests, the results will be sent to the Free Library of New Hope and Solebury. You will be contacted if the Interview Team would like to discuss your application further.

If you have any questions, please send to libraryjobs@buckslib.org.