Library Director Candidate Interview Questions:

1. Is there anything about yourself, not already in the application packet, you would like to share?

2. What did you see in the job description that prompted you to apply for the position?

3. Tell me about your last 2 positions – what you did, how you did it, who you did it for, etc?

4. What was your favorite part about your last job and why?

5. What aspect of your last job did you like the least?

6. What was your most successful accomplishment on your last job?

7. Describe a team player in a work environment. How are you a team player?

8. Describe the types of people you have trouble getting along with.

9. Describe the types of people who have trouble getting along with you.

Explanation of how the library is governed and funded and the Regional System

10. Given this information, how do you see the director’s role fitting into this structure?

11. How would you feel about relocating to Putnam County (if applicable)?

12. What are some of the things you would do to become a part of our community?

13. What do you consider the most important of significant project that you have initiated with a public library?

14. What programs and services do you consider basic in a library of our size?

15. What is your vision for this library?

16. What role do you feel the library should play in the community?

17. What are three of the most important issues facing public libraries today?

18. What role do you feel the library should take with homeschoolers?

19. The regional library provides continuing education opportunities for local public library directors and staff. Occasionally conferences, such as the Tennessee Library Association Conference held annually in a larger Tennessee city, or seminars or workshops will afford extended opportunities. How do you feel about out of town travel or with allowing your staff to travel?

20. What experience do you have in working with automated library systems? RFID?

21. What are some databases you are familiar with?
22. This job may require some early evening and/or Saturday hours. How do you feel about working extended hours, or a somewhat flexible working schedule?

23. What do you see as the role of the library director in the community?

24. Everyone has strengths and weaknesses as workers. What do you consider your strong points for this job?

25. What would you say are the areas you need to improve upon?

26. Can you give an example of your ability to manage or supervise others?

27. Because of budget considerations, we are operating the library with a minimal staff in this facility. How would you address this challenge?

28. What is your position on staff empowerment and delegation?

29. What qualities are most important to you in staff members?

30. The library director will be called upon to hire and evaluate staff members. What qualities are most important to you in staff members?

31. Can you give an example of your ability to manage or supervise others?

32. The present staff and volunteers have worked together for some time. A new director will have a significant impact on group dynamics. What would be your first move to build an effective working team?

33. What programs do you consider basic in a library of our size?

34. What approach would you take in getting your people to accept your ideas or department goals?

35. What are some things you would do to set an example for your employees?

36. How would you get people who do not want to work together to establish a common approach to a problem?

37. How would you describe your basic leadership style? Give specific examples of how you practice this.

38. Economic times dictate that library services be sold to our public officials. This job requires the promotion of the library to public citizens and officials. Do you feel comfortable making public appearances and presentations before groups?

39. Have you done any public or group speaking recently? How did it go?

40. This position requires written communication as well as speaking skills. What kind of writing have you done?

41. In the past, have you been involved in writing major reports?

Explanation of the Funding of the Library. County Commission, Foundation, Friends, etc.)
42. What do you think is the library director’s role in fundraising?
43. What experience and success have you had in grant writing?
44. How have you kept your education current and skills up to date?
45. If you are chosen as our director, what are the first things you would do?
46. What do you consider a library’s priority to be?
47. Do you have any grant-writing experience?
48. What do you like to do when you’re not working?
49. Do you have any specific questions about the job description?
50. When would you be available to start?
51. Are there any other questions or comments that you have for us?

Scenarios

1. A patron brings in a book that they have checked out, and tell you that it should be removed from the collection because of the language in it. What would you do?

2. A staff member comes to you and complains that another staff member is not doing their job the way that they should. What would you do?

3. A benefactor of the library comes in and wants a book that is being held for another patron. What would you do?

4. A board member during the board meeting asks for you to allow a for-profit group to use the meeting room without paying the fee. What would you do?

5. The county mayor asks for a list of everyone who uses the library for a fundraising campaign mailing that he would like to do. What would you do?

6. The police chief asks if what materials have been checked out to a specific person. What would you do?

7. You overhear a staff member giving out personal information on a patron to another patron. What would you do?

8. How would you deal with a board member that does not publicly support library policy?