

## **Sample Interview Questions for Librarians and Information Professionals**

### **General Questions**

Tell us about your education, background and experience and how it makes you qualified for this position.

What interest you about a position with us?

What strengths will you bring to this position?

What weaknesses will you work on to improve your professional skills?

What is your cataloging experience?

Which, if any, professional organizations do you belong to?

Tell us about the last conference you attended and sessions you chose and why.

Do you have work/volunteering experience within these organizations or have you volunteered in other areas of your profession?

Where do you see yourself professionally in 5 years?

Tell us why we should hire you.

What is your philosophy on teamwork?

### **Public Librarian Position**

If you have experience in cataloging, how will you enhance our MARC records to achieve full records that will assist our patrons in their search for information?

What is your philosophy on Web 2.0 and its presence in the library?

What books are you reading currently, or read recently, and would you recommend one or more to us and why?

What is your opinion on ownership vs. access?

What is your philosophy on collection development in the public sector?

What is your favorite area in the library; children's, reference, etc.?

What is your favorite book of all time?

What are your top choices for reference books?

How would you handle an unruly patron?

Why do you feel libraries are a benefit to a community?

### **School Librarian Position**

What is your opinion on standardized testing and how your position as the school librarian can help support this?

What are your thoughts regarding No Child Left Behind?

What is your educational philosophy?

Why is Information Literacy so important and how will you teach it?

How will you be a team leader to other educators in the building?

How do you plan to collaborate with other educators in the building and district?

How have you collaborated in the past with your peers or colleagues?

How would you handle a parent who challenges a book?

What are the types of policies and procedures you might develop?

What is your technology experience?

What is your philosophy on Web 2.0 and its presence in the school library?

Do you see a benefit to using social networking in the classroom?

What do you believe is the role of the school librarian?

What databases would you recommend adding to our current online collection?

What is your thought on search engines?

Your district is considering cutting your library aid's position. How would you handle this?

How will you handle budget constraints, if needed?

Tell us about the type of collection development that is important in school libraries.

How would you handle an unruly child/young adult?

How would you handle on-campus bullying or cyberbullying?

What do you like most about working with children?

What reference materials do you feel are most needed in the school library?

How do you see the school librarian position evolving in the next five years?

What are your thoughts about Guided Reading programs in schools?

What is your experience with school budgets?

We have four scenarios for you to answer:

Scenario 1: A classroom teacher asks you to purchase a class set for her classroom library. How will you handle this?

Scenario 2: A new student in your school has been homeschooled. Her parents have requested that you label books to avoid their child reading "inappropriate" material. "After all, movies are rated," the mother argues. How will you handle this?

Scenario 3: A book that a teacher wants to use for her class is out of print. she asks if she can just make copies of the book and send them home with the students, but she's unsure of the copyright laws. How do you handle this question?

Scenario 4: A past student wants to donate five thousand dollars to your school library in memory of her father, a former student of the school who adored his school librarian. How will you handle the donation and how will you honor the woman's father?