

Screening Interview Questions for Library Director

This is meant to be a relatively short (about 15 minutes) getting acquainted interview. You're looking for a sense of the candidate's personality, whether they are friendly and have a sense of humor.

1. Why are you particularly interested in *this* job? (what you can do for the library vs what the library will do for you)

2. What kind of library services are you most interested in? (looking for a philosophy of service; where is your emphasis: technology, children's services, community building, etc.)

3. What experience do you have offering those types of services? (look for specifics; what percent of your time is spent on this facet)

4. Tell me about your experiences with supervising staff? (looking for if they talk about staff in a positive or negative way – you want someone who has a good attitude)

5. Tell me about your experiences working with a Board of Selectmen or Town Council? (looking for ability to work with elected officials who may have a different or competing agenda)

6. Tell me about your experiences managing library finances? (this will give you an idea of how comfortable they are and how much training they'll need)

7. Do you have any questions for me?