INTERVIEW QUESTIONS

1. Due to child labor laws, individuals under 16 years of age cannot work past 7:00 p.m. during the school year. Are you 16? If not, when will you be?
2. Why did you leave your last job?
3. Tell me about the most challenging aspect of your last job [or school life]. How did you meet this challenge?
4. How would you rate yourself on attendance and punctuality?
5. The hours for this job are evenings and weekends during the school year. What days and hours within this time frame are most convenient for you?
6. Will you be able to work during those hours during the entire school year?
7. Are you willing to work evenings and weekends during the summer?
8. You would be required to work 24 hours within a two-week pay period and to schedule yourself so that there are no four-day gaps between workdays. Could you commit to this arrangement?
9. Employees in this job are required to push heavy carts and maneuver them in tight spaces. You may be asked to rearrange furniture for library program setups. You must be able to stretch and bend to reach high and low shelves. Do you have any physical limitations that would prevent you from meeting any of these requirements?
10. How do you think you would handle a situation in which a patron made a mess of some books that you had just put away?
11. What would you do if a patron complained to you about library services or materials?
12. Why did you decide to apply for a job with this library?
13. What interests you most about this job?
14. One of the most important qualifications needed for this job is reliability. Tell me about a time in your past when you showed how reliable you can be.
15. Do you have any questions about the job or the library?

ADDITIONAL INTERVIEW QUESTIONS

16. Have you worked with the public before?
17. Do you like working with the public?
18. Have you worked in a library before?
19. What level of pay are you expecting?
20. Have you worked around children?
21. What experience do you have with computers?
22. What do you like to read?
23. Are you prepared to be flexible about which days of the week you could work?
24. Shelvers can expect to be very busy for their entire shift each time they come in. How do you feel about that?
25. When you are handling library materials, you have to pay attention to
detail all the time. Do you think you will be able to do this?
26. Why do you think you would like this job?