

Questions asked by Search Committee

How did you hear about this position?

What appealed to you about this position when you saw it advertised?

Briefly summarize your professional background as a library administrator and with overseeing budgets.

Please tell us about the most difficult personnel problem or patron issue you have had to deal with and how it turned out.

What program or workshop are you most proud of? Have you experienced any program failures? Tell us about that.

Have you written any grants? Were they funded?

Our library vision statement is “To create a vibrant place where people can connect.” What does this mean to you?

What would you do to ensure that every person who comes to the library feels welcome and wants to come back again?

Do you have any experience with strategic planning?

How do you keep up with what is ‘hot’ in the library world and how would you evaluate new tools. etc. for our library?

How would you manage a long term employee who is at an age and stage where he/she is no longer able to perform their duties effectively?

Have you ever had to fire someone? Have you ever hired an employee?

How would you determine which programs or workshops library patrons or community members would like to see at the library?

Can you describe for us what you think a typical day at the HFL might look like?

What library policies and procedures are the most important to have in place and why?

What is your personal professional development plan?

How would you support the professional development of your staff?

How have you used volunteers in the library? What roles might they play?

In closing. . . .

Is there any part of the job description that gives you pause or concern?