This series of questions is intended as a starting point. Look at the job description and ask questions based on those responsibilities. Ask questions based on your specific community, library, or common issues that arise.

**General Questions**

* Why are you interested in this job?
* What are you currently reading?
* Which supervisor/manager brought out the best in you and why?
* How would you explain the importance of our library to a potential donor?
* What kinds of library tasks are you able to perform very well? What are some things you might not do so well? What measures would you take to gain the ability to do them well?
* What is your philosophy of customer service and how would you apply it in your job?
* How would your past coworkers and/or supervisors describe you?
* What do you consider some of your most important accomplishments?
* How do you respond to change?
* What qualities are essential for a youth services librarian? Why are those qualities important? How do you meet those qualities?
* In what ways will you support services to youth and families in the library? How would you use outreach to support them outside the library?
* According to YALSA, teens are a library population that is underserved. Do you agree or disagree? What solutions do you have for this issue?
* In your opinion, how important is it for our programming and our book collection to reflect the individual needs of our community? How would you go about assessing those needs?
* What is your experience with social media? As a librarian providing service to youth and families, how might you use social media in your work?
* Based on what you know about the position, what aspect are you most excited to begin working on? What are you looking for in this job?
* If you were offered this position, when would you be able to start work?
* Is there anything you’d like to share about yourself that wasn’t asked?

**Storytime Demonstration**

* [*If interviewees will be expected to offer storytime, you should ask them to submit a plan and present a portion of it during the interview. Be clear about this expectation when scheduling the interview*.] You were asked to bring a storytime plan and prepare to present about 10 minutes. Please share your program outline, explaining your choices. Then please present the first 10 minutes of your storytime.

**Situational Question**

* [*Create a question based on your library – here’s a sample*:] You are the only librarian at the reference desk. There are three patrons waiting for assistance, one of whom is a mother with a screaming toddler. This causes another patron to come to the desk irate because the noise is keeping him from studying. Suddenly, the phone begins to ring. How would you handle this situation?

**Experience Questions**

* Speak about a time when you made a mistake or something went wrong and how you dealt with it.
* Discuss a time when you were professionally frustrated. What happened and what did you do?
* Describe how you decide how to prioritize your work. How do you track progress on a project?
* Share an example of a time when you had to support a policy or procedure with which you didn’t agree.
* Tell how you have successfully reached un-served and under-served populations with library services or programs.
* Describe a time when you had to complete a project on a team. What were the challenged to success and how did you overcome them?
* Give an example of how you successfully marketed and promoted services to youth and families. What was the outcome?
* This position requires self-initiation and independent thinking. Talk about when you have successfully used these skills.
* You may be asked to visit schools to promote our summer reading program. Describe how you would plan such a visit and how you would engage students.

**Professional Development Questions**

* Are you interested in attending conferences and workshops? Are you interested in presenting?
* What resources do you or would you use for professional development?
* How do you keep current on issues in the library field? Give an example of when you read or learned something and incorporated it into a program or service?

**Programming Questions**

* How do you create and plan programs? What resources do you use? How would you promote it?
* What would your criteria be for a successful program? If a program doesn’t appear to be successful, would you be willing to reassess it and make changes?
* What are some things happening outside the library field that directly impact public libraries, especially services to youth and families? How have you incorporated one of these things into a program or service?
* How do you ensure programs/services are culturally sensitive, inclusive, and accessible for all children?

**Supervisor/Head of YS Dept. Questions**

* How would you create a cohesive team with a clear vision & shared goals?
* Where do you see youth services in 5 years, in 10 years? What do you think needs to happen to make that vision successful?
* In what direction would you take the library and the youth services department?
* What would be your top three goals for your first year as head of our department?
* Scheduling conflicts often arise with outreach requests and desk time, how do you prioritize when creating schedules and staffing needs?
* How do you approach partnerships? What is your most successful partnership and its accomplishments?
* How much value do you put on your staff being up to date on Youth Services trends? How will you support your staff in their efforts to be the best?
* What motivates you to succeed and how do you motivate success in others?

**\*Avoid questions about the following subjects:**

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| * Age
* Marital status/Maiden name
* National origin or place of birth
* Health history
* Disabilities
* Political or religious affiliations
 | * Arrest/Criminal records
* Drug addiction
* Psychiatric treatment
* Sick leave used at previous jobs
* Children, child care, plans to have children
* Injuries on the job, or filed Workers Compensation
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