

Guiding your Library's Future: Strategies for Hiring and Evaluating a Director

Sample Interview Questions

developed for the New Jersey Trustee Orientation on Saturday, March 23, 2024

- In one minute or less, tell us about yourself.
- What is your experience in regards to planning and executing a budget for an organization?
- Did your position involve supervision? How many individuals did you supervise? What were your supervisory responsibilities?
- How has your work experience prepared you for this job?
- Describe a project or achievement in your last job about which you are most proud.
- What types of teams have you managed in the past? Tell us more about the positions you oversaw.
- What's your communication style?
- What would you do to mentor junior employees and help them advance in their career?
- Have you ever failed to meet a goal of yours?
- How do you feel library operations can be improved?
- How would you manage communications between the board and the other individuals you work with at the organization?
- What would be the first thing you did as library director?
- How comfortable do you feel interacting with the media?
- As the new director, how do you plan to shape this organization's image, and what is your public relations experience?
- Tell me about a time when you worked effectively under pressure.
- Tell me about a time when you were creative in solving a problem.
- Tell me about a time when you had to react quickly to a rapidly evolving situation.
- Tell me about a time when you had to implement an unpopular decision.
- Describe the work environment or culture and its management style in which you've experienced the most success.
- Describe a time you had to sacrifice quality to meet a deadline.
- Can you give me an example of a group decision you were involved in recently? What did you do to help the group reach a decision?
- Tell me about a time you had to meet a scheduled deadline while your work was being continually interrupted. What caused you to have the most difficulty and why?
- What strategies have you used to communicate a major change to employees? Which strategies have worked and which have not?
- Can you tell us about the last time you dealt with an ethical question on the job and how you handled the situation?

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Maura Deedy, Local Librarian Consulting

<https://mauradeedy.com/>

- Your supervisor tells you to do something in a manner you are dead wrong. What would you do?
- What do you believe comprises the ethical workplace?

Resources:

<https://library-nd.libguides.com/publib/interview>

<https://www.indeed.com/hire/interview-questions/executive-director>

<https://www.indeed.com/career-advice/interviewing/nonprofit-executive-director-interview-questions>