



GUIDELINES FOR INTERVIEWING

*Approved by the Vista Grande Public Library Board of Directors — 20-Apr-2010
Revised and approved by the Vista Grande Public Library Board of Directors — 19-April-2016*

A job interview provides a valuable opportunity for you and the candidate to learn more about each other. Learning more about candidates will enable you to predict more accurately how each candidate might perform in the specific position to be filled. Candidates also have a right to learn about the job for which they are interviewed. You can get the most from the interview by carefully planning in advance what you want to learn from candidates as well as what they will need to learn from you.

During the interview process, to ensure compliance with Federal and State laws-interviewers must avoid questions or discussions about the following:

- Age or date of birth
- National origin or place of birth
- Marital status or unmarried name
- Family matters, children, pregnancy
- Health history
- Political or religious affiliation
- Sexual orientation

Examples of acceptable questions are: “Do you foresee any trouble in meeting this work schedule? Do you have any physical condition that may limit your ability to perform this job’s essential functions? Would you have any problems in meeting a regular work schedule given the Library’s regular days, hours, shifts?”

To make a good hiring decision get the information that supports the following:

- Does the applicant have the skills, knowledge, energy, and talent to do the job?
- Does the applicant seem to have a strong interest in the job?
- Will the applicant fit the organizational culture?
- Are there factors that would keep the person from being successful in the job?

Open-ended questions such as the following address skills, knowledge, and abilities:

- What qualifications and experiences have prepared you for this position?
- Which of your past positions best suited your talents?
- If you could change one thing about the direction of your career, what would it be?
- What gives you the most satisfaction at work?
- What makes you feel successful at work?
- Describe your experience in working with the public, using online reference tools, developing library systems, and training others.

Questions to address cultural fit and manageability include:

- How would your superiors describe you?
- How would your subordinates describe your management style?
- Without naming anyone, describe your best and worst supervisor.
- Do you prefer to work alone or in groups? Why?
- Describe a problem in the workplace you solved or helped solve.

Adapted from Sourcebook for New Mexico Public Libraries.