

## GUIDELINES FOR INTERVIEWING

*Revised and approved by the by the Vista Grande Public Library Board of Directors—20-Apr-2010, 19-April-2016, 21-Apr-2020*

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A job interview provides a valuable opportunity to learn more about the candidate and share information about VGPL. Gaining information about candidates will enable decision makers to more accurately assess how a candidate might perform in the specific position to be filled. Candidates also have the opportunity to learn additional information about the job for which they are being interviewed. A successful interview experience results from carefully planning in advance the information that interviewer(s) and candidates want to learn from each other.

Federal and State laws prohibit interviewers from asking questions or seeking information related to the candidate's:

- Age or genetic information
- National origin or place of birth
- Disability
- Gender, sex or sexual orientation
- Marital status, family or pregnancy
- Race, color or ethnicity
- Health history
- Political or religious affiliation

In making a good hiring decision, the following information is essential:

- 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?

Examples of acceptable questions are:

- Do you foresee any trouble in meeting the proposed 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?"

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.

Note: Questions adapted from *Source book for New Mexico Public Libraries.*