Questions for Technical Services Positions
INTERVIEW QUESTIONS FOR CANDIDATES FOR THE POSITION OF ASSISTANT DIRECTOR FOR TECHNICAL SERVICES

1. Please review your experience working in technical services departments—experiences in acquisitions, cataloging and processing and preservation.
2. In reviewing the requirements for this position and its principal duties, which of them will be the greatest challenge for you if you are appointed to this position? How will you approach building strengths in that area?
3. What are the personal characteristics and qualities that you would bring to this position that would be particularly helpful in fulfilling the responsibilities of this position?
4. What experience do you have in supervising? What have been some of your successes and failures is any. Have you ever had a problem employee? If so how did you handle the situation?
5. Discuss your professional contributions at the national, state, local and international (if applicable) level.
6. What would be your priorities in the first six months on the job? Two years? What would you most like to accomplish if you take this job?
7. How do you deal with conflict--working with committees, with individuals within your units, with others?
9. What methods would you use to determine if Technical Services is successful in meeting the needs of our users?
10. How do you decide the level of involvement of staff in decision making? How do you include others in decision making?
11. What ideas do you have for creating an environment that supports innovation and creativity? Give examples.
12. How do you motivate the people with whom you work to do their best work? Give examples.
13. What else should we know about you and your qualifications? LAST
14. Please describe for me one or two of your most important accomplishments/greatest achievements to date.
15. What characteristics are important to you and what do you look for in an organization? What would you say is the most important thing you are looking for in a job? What are some things you would like to avoid in a job? Why?
16. What are some things you particularly like about your current job?
17. Please describe for me a difficult obstacle or work relationship you have had to overcome? How did you handle it?
18. What do you think are the most important characteristics and abilities a person must possess to become a successful assistant director. How do you rate yourself in these areas?
19. What things frustrate you the most? How do you usually cope with them?
20. Decision making: Can you think of a problem you have encountered when the old solutions didn’t work and when you came up with new solutions?
INTERVIEW QUESTIONS FOR CANDIDATES FOR THE POSITION OF ASSISTANT DIRECTOR FOR TECHNICAL SERVICES

General
1. Please review your experience working in technical services departments—experiences in acquisitions, cataloging and processing and preservation.
2. In reviewing the requirements for this position and its principal duties, which of them will be the greatest challenge for you if you are appointed to this position? How will you approach building strengths in that area?
3. What are the personal characteristics and qualities that you would bring to this position that would be particularly helpful in fulfilling the responsibilities of this position?
4. What do you think are the most important characteristics and abilities a person must possess to become a successful assistant director? How do you rate yourself in these areas?
5. How would your colleagues describe you?

Professional involvement
6. Discuss your professional contributions at the national, state, local and international (if applicable) level.

Supervision and management
7. What experience do you have in supervising? What have been some of your successes and failures, if any. **Give us an example of how you have handled a problem employee.** Have you ever had a problem employee? If so, how did you handle the situation?
9. When judging the performance of your subordinates, what factors or characteristics are most important to you? [Too much like question above.]
10. How do you decide the level of involvement of staff in decision making? How do you include others in decision making?
11. What ideas do you have for creating an environment that supports innovation and creativity? Give examples.
12. How do you motivate the people with whom you work to do their best work? Give examples.
13. What have you found to be the most difficult task in being a manager?

Problem solving/resolution
14. How do you deal with conflict—working with committees, with individuals within your units, with others? **Give examples.**
15. Please describe for me a difficult obstacle or work relationship you have had to overcome? How did you handle it?
16. What things frustrate you the most? How do you usually cope with them?
17. Decision making: Can you think of a problem you have encountered when the old solutions didn’t work and when you came up with new solutions? What was your most difficult decision in the last six months? What made it difficult?
The last time you did not know what decision to make, what did you do?
Describe a decision that you have made that you wish you could make over.
18. When, in the past, have you ever found it important to disagree with your boss? How did you approach her or him, and what was the result?

Leadership
19. What methods would you use to determine if Technical Services is successful in meeting the needs of our users?
20. What are your expectations of other division and department heads. How will you work with them to advance the goals for Technical Services.
21. Describe your basic leadership style? Give specific examples of how you practice this?
22. What would be your priorities in the first six months on the job? Two years? What would you most like to accomplish if you have this job?

Goals, etc.
23. What characteristics are important to you and what do you look for in an organization? What would you say is the most important thing you are looking for in a job? What are some things you would like to avoid in a job? Why?
24. What are some things you particularly like about your current job?
25. Why are you willing to leave your present position?
26. Tell us about one or two of your recent individual development goals and what steps you took or are taking to make progress on them.
27. Please describe for me one or two of your most important accomplishments/greatest achievements to date.

Misc
28. Is there anything that surprised you about the interview? University of Missouri Libraries? (Search Committee session).
29. What else should we know about you and your qualifications? LAST
What was your most difficult decision in the last six months? What made it difficult?
The last time you did not know what decision to make, what did you do?
Describe a decision that you have made that you wish you could make over.
21. When judging the performance of your subordinates, what factors or characteristics are most important to you?
22. Describe your basic leadership style? Give specific examples of how you practice this?
23. How would your colleagues describe you?
24. Tell us about one or two of your recent individual development goals and what steps you took or are taking to make progress on them.
25. Is there anything that surprised you about the interview? University of Missouri Libraries? (Search Committee session).
26. What have you found to be the most difficult task in being a manager?
27. When, in the past, have you ever found it important to disagree with your boss?
   How did you approach her or him, and what was the result?
28. What are your expectations of other division and department heads.
29. Why are you willing to leave your present position?