# Circulation Supervisor Interview Questions:

1. Tell us a little bit about yourself. How did you hear about this position?
2. What interests you in this job and why do you think you are the ideal candidate for it?
3. Tell us about your experiences working in this or other libraries. What did/do you like best about your current/previous library position?
4. What qualities do you feel a successful supervisor should have? How would you describe your supervisory style?
5. How would you respond to the following personnel issues:

* A staff person who is regularly 5-10 minutes late for their shift.
* You receive a complaint from a library user about service they received from a staff person.
* Two of your staff have asked for the same day off, but you can only allow one of them to take it.

1. Tell us about some of your recent goals and what you did to achieve them.
2. Tell us about a challenge or conflict you have had at work and how you handled it.
3. One of the responsibilities of this position is to schedule our public meeting rooms. How would you respond to a group who asked to use the room, but they had already used the room the maximum number of times allowed for the year (per library policy)?
4. What would your last supervisor say about you?
5. What questions didn’t we ask you that you would like to tell us about?
6. What questions do you have for us?