Head of Circulation Services –

1. Tell us about yourself and how your past educational and employment experience have prepared you for this job.

1. What about the Sun Prairie Public Library appeals to you and what do you expect to find here?
2. What changes and developments do you anticipate in the future for public libraries?
3. Describe a time when you directed and trained library staff. What methods made you successful?
4. How do you motivate those you supervise?
5. Describe a workplace conflict you encountered and how did you go about resolving it.
6. Describe how you deal with change, both planned and unforeseen. How do you handle stress and tight deadlines?
7. Describe your experience with ILS, RFID, automated sorters, and self-check-outs?
8. What is the most difficult patron behavior that you’ve encountered? How did you handle it?
9. Give an example of when you have had to enforce a policy with an unhappy patron.
10. Scenario: A young patron is checking out a materials that you consider more adult in nature – what do you do?
11. Before we wrap up, is there anything you’d like to add. Do you have any questions for us?
12. This position is primarily daytime, Monday-Friday but does require flexibility in hours, including availability on nights and weekends. Does this pose a problem for you?
13. May we contact your references?
14. If offered the position, when can you start?