

Law Librarian Interview Questions

1. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

2. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

3. Walk me through how you prepare and deliver lectures to undergraduate or graduate students on topics such as civil procedure, contracts, and torts.

4. What factors do you consider when assigning cases for students to hear and try? Share an example.

5. Share an experience in which you successfully supervised teaching, internship, and/or research work. What methods made you successful?

6. Share an experience you had in dealing with a difficult person and how you handled the situation.

7. Tell me how you organize, plan, and prioritize your work.

8. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

9. Give me an example of when you thought outside of the box. How did it help your employer?

10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

11. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

12. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

13. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

Law Librarian Interview Questions

14. Please share an experience in which you presented to a group. What was the situation and how did it go?
15. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
16. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
17. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
18. Provide an effective method you have used to keep abreast of developments in your field.
19. Provide an effective method you have used to initiate and facilitate classroom discussions. Share an experience.
20. Provide an example when your ethics were tested.
21. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)
22. Describe an examination you administered which was effective. How about one which was not as effective?
23. What kind of experience do you have planning, evaluating, and revising curricula, course content, course materials, and methods of instruction? Provide an example.
24. What factors do you consider when preparing course materials?
25. Describe research you have conducted. How did you publish your findings?
26. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

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27. Share an experience in which your willingness to lead or offer an opinion helped your company.
28. Name a time when your patience was tested. How did you keep your emotions in check?
29. Share an effective method you have used to advise students on curricula and career issues.
30. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
31. Provide an example of when you were persistent in the face of obstacles.
32. What is the key to success when communicating with the public.
33. What factors do you consider when selecting class materials and supplies?
34. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
35. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
36. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
37. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)
38. Describe your experience serving on academic and/or administrative committees. How did your service benefit your school?
39. Share an experience in which collaborating with colleagues helped you to address a difficult issue.

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40. Provide a time when you dealt calmly and effectively with a high-stress situation.
41. Describe an experience in which you performed administrative duties, e.g. serving as department head.
42. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
43. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
44. Share an experience in which your participation in student recruitment, registration, and/or placement activities benefited your school.
45. Provide an effective method you have used to compile bibliographies for outside reading assignments.
46. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
47. Share an experience in which you successfully acted as an adviser to a student organization.
48. Share an experience in which you provided professional consulting services.
49. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
50. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
51. Provide an effective method you have used to procure external research funding.