

Reference Archivist Interview Questions

1. Share an experience when you applied new technology or information in your job. How did it help your company?

2. Share an experience in which you successfully assisted a user in finding archival materials.

3. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

4. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

5. What is the key to success when communicating with the public.

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

7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

8. Tell me about a recent experience you've had working with your hands.

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

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

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

12. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

Reference Archivist Interview Questions

14. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
15. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
16. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
17. Provide an example when your ethics were tested.
18. Tell me about an effective classification system which you developed and/or used to facilitate access to archival materials.
19. What is the most challenging part of budgeting for you?
20. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.