Film 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?

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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.

21. Provide an effective method you have used to prepare archival records to allow easy access to information.

22. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

23. Share an experience in which you successfully authenticated and/or appraised historical documents and/or archival materials.

24. Provide an experience in which you incorporated current advances in electronic information storage technology to create accessible, retrievable computer archives and/or databases.

25. Would you consider analyzing data or information a strength? How so?

26. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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27. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?
28. 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?
29. Describe your experience preserving records, documents, and object.
30. What factors do you consider when establishing policy guidelines concerning public access and use of materials?