Interview Questions
Digital Services Coordinator

1) We are in the process of re-designing our website since it isn’t currently responsive. If you had input into the design, what is one thing you would suggest to make it easier for people coming to our site?

2) What social media sites do you think the library should be using? If you were in charge of our social media efforts, how would you manage all the different sites? How often should they be updated?

3) We currently check out Kindles pre-loaded with books to our members and laptops with Office products. What other types of devices, if any, would you suggest we check out?

4) We are trying to set certain technology competencies for staff members to ensure everyone working at the library is able to help members. What basic tech skills do you think all staff members should have?

5) What age group are you most comfortable teaching? What do you think the ideal number of people would be to teach a computer class to?

6) What other classes do you think a library should offer besides Office?

7) We have an app...we need a new one...

8) Have you read Harry Potter?

9) Tell us about your experience creating online marketing materials.

10) If you had a person using the library who was monopolizing your time, how would you handle this?

11) The desk for this position will be in the main area of the library. You will have constant distractions while you are trying to work.

12) What digital device do you feel most/least comfortable helping people with?