



Interview Tips for Applicants

1. Read the job posting carefully and understand the requirements of the job. Study the minimum requirements and the selection criteria and think of your past or current work experience and any related qualifications.
2. Be ready to discuss your strengths and your ability to learn from past experiences. Also think about how you could contribute to the library and to the specific position for which you are applying.
3. Learn as much as you can about the branch/department and the work it does by visiting the physical location and/or checking out the ACPL website prior to the interview.
4. Practice your answers. Although there is no set format that each interview follows, prepare answers to some of the most common questions about strengths and weaknesses.
5. Try to make eye contact with all of the interviewers.
6. Don't be afraid to tell the interviewers what a wonderful asset you will be to the team. This is your opportunity to shine so take advantage by "selling yourself."
7. Listen to the question carefully. When you answer, keep to the point and try not to get sidetracked or ramble off subject.
8. Try to stay calm. Good preparation is the key to staying in control. Remember that your interviewers are just normal people!
9. At the end of the interview be prepared to ask questions about anything that is unclear about the position. The interview is your chance to ask all of your questions.
10. Don't forget to show your enthusiasm for the job!