

Knowledge, Skills and Abilities Questions
Public Services Librarian – Calvert Library Fairview Branch

1. How will you provide exceptional customer service to Calvert Library customers? Give examples from previous work experiences.
2. Describe your ability to pay attention to detail and to be accurate while working in a busy environment where you are also required to multi-task.
3. What do you consider to be the most important qualities of a high-functioning team? How would you describe the gifts that you contribute to a team? What are your challenges when working in a team environment?
4. Please describe your level of comfort with technology. Examples may include, but are not limited to: desktop computers, mobile devices, downloadable library materials, specific software, or office equipment.
5. What types of books do you like to read? What two books have you read lately that you would recommend to other people and why?