Group members; Alfreda Inqvist (a pseudonym), Joe Murphy.

Positions; First I interviewed Alfreda, and then she interviewed me.

List of questions I asked of the interviewee;

- In what ways do you think you would make a good match with our organization?
- Could you briefly outline your work and education history as it might apply to this position?
- What experience if any do you have in training library personnel?
- Do you have the ability to lead the library service team?
- Would you say that you are a team player?
- How do you normally keep abreast of current trends in the Health Sciences and in Health Science Librarianship?
- Could you tell me about your background in Health science?
- What experience do you have in collection development?
- Could you explain to me your philosophy on providing reference service?
- Do you have instruction experience in a library setting?
- What would you say are your strengths and weaknesses as an employee?
- How long do you intend to stay with us if hired? What are your future plans?
- What IT skills do you possess?
- What would your past and current supervisors have to say about you as an employee?
- What courses/experiences in the LIS program helped prepare you for this position?
- How do you feel about working nights and weekends?
- Do you have any questions about this position or about our organization?
- Is there anything else you would like us to know in considering you for this position?

Here is a brief list of the sources I used in collating the questions I asked of my interviewee.

- Stueart and Moran’s text chapters 8, 9, and 10, especially pages 237-239.
- Handout provided by Dr. Wertheimer.

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- A large amount of the questions, which I used, I had collated from my own personal experience as both a former interviewee, and from reading of journals and list-servs related to the field.

- In the past I had utilized several internet sources to see sample interview questions\(^\text{2}\).

We had a group of only two, so for the following questions I can only answer by applying them to the interviews I participated in as interviewee and interviewer.

The candidate’s cover letter dealt with a good deal of, but not all of the criteria mentioned in the position description. The cover letter dealt very well with the candidate’s qualifications, but too little of their application to this position.

I feel that my interviewer should have focused her questions for me more on the specific position at hand, and less on the general interview questions common to all positions. I feel like I should have explored more ways to use my body language to help make the interviewer feel comfortable during the interview, and alleviate her apprehension.

No, I would actually not hire the candidate simply because she did not have adequate experience in either Health Science librarianship, or the Canadian health care industry. Besides this lack of experience, I think she would make a fine candidate.

I would give the candidate a grade of B+. The candidate was well prepared with articulate answers and successfully utilized appropriate manners and body language.

I am pleased with how I prepared for carrying out this interview, but I should have crafted my questions to make them more straightforward and easier on the interviewee, because there were several instances where I had to rephrase the question for the interviewee. I was pleased to learn that I was generally pretty good at conducting this type interview, the readings on

conducting interviews helped a lot. I also found that my increased knowledge of the field gained through reading of the professional literature was a great help.

Though I did well preparing for the interview as evidenced in my well thought out answers and queries, I do need to improve my physical presence including body language, like not slouching, careful control of my slight speech impediments, and making eye contact. I also need to make sure I bring up skills and experience I have to offer even if I am not provided an adequate forum. I also should keep in mind not to use big words outside of my normal parlance in case I mess them up. Also, I am cognizant of the fact that I was underdressed for the event and how this may affect the interviewer’s perception of me as a candidate.

Body language and physical presence play a large role. It was very obvious when the interviewee was nervous. Though the interviewee did a superb job, I felt her presentation might have been weakened by how she was visibly uncomfortable and nervous.