# Circulation Director Interview Questions

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| 1. What is the key to success when communicating with the public. |
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| 2. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 4. Tell me how you organize, plan, and prioritize your work. |
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| 5. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 6. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 7. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 8. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 9. 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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| 10. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 11. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action. |
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| 12. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 13. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |

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| 14. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 15. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 16. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 17. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 18. How would you rate your writing skills?  (Ask for an example that demonstrates great writing skills.) |
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| 19. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 20. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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