Librarian & Counselor Interview Instructions

*Please review the documents that follow this instruction sheet.* They are for your use in interviewing librarian and counseling faculty in accordance with DMC policies B6.5.4.3 (Peer Evaluation).

The Librarian & Counselor interview is in lieu of a peer observation process, as many of the tasks of librarians and counselors are not observable in a one hour observation. This instrument is based on the job duties description in Board policies A6.3.1.2 and A6.3.1.3.

It is recommended but not required that you use the attached Librarian or Counselor interview form as you conduct your interview. This form is intended only as a guide to aid you in conducting a peer interview and to simplify your note-taking during the observation.

**NOTE:** The Interview form is not intended to be exhaustive. Nor is it assumed that faculty members should or will demonstrate all of the specific job duties included in the interview form.

Following your interview, you may use the completed Interview form and any notes to develop the required narrative of your interview. Your narrative should be written on the attached Peer Interview Report form. The narrative should be a summary of your interview. Examples of positive and negative interview summaries are provided.

It is very likely that not all of the specified job duties listed in the attached document will be discussed, and the interview process will allow the interviewee to explain how his or her duties conform to the duties listed in the policy. It is recommended that the absence of certain duties be interpreted by you as a lack of opportunity for complete information, rather than as a failure on the part of the faculty member being interviewed to discuss all of the listed job duties.
Librarian Interview Questions from Current Policy (A6.3.1.3)

1. Can you describe how you demonstrate skill, knowledge and abilities providing library services to the DMC college community?

2. How do you maintain a library environment that promotes teaching and learning?

3. Describe what efforts you have made to advance the quality of library services and resources.

4. How do you work a schedule with a variety of times and locations in response to institutional and student need?

5. Have you met professional assignments in accordance with the College calendar and other required deadlines? Give an example.

6. How do you review, evaluate and recommend library resources for collection development?

7. Explain how you have established effective working relationships with students, College departments and employees, and the community in order to improve communication and student outcomes.

8. How have you reviewed, evaluated and/or revised library services and practices to assure compliance with professional standards and requirements of various accrediting bodies of which the College is a member.

9. What professional development programs have you attended that allow you to review, evaluate, and revise library services and practices to assure compliance with professional standards and requirements.

10. Describe other specific assignments as itemized in job description for librarians.
Counselor Interview Questions from Current Policy (A6.3.1.2)

Questions:

1. Can you describe how you demonstrate skill, knowledge and abilities in counseling services you provide to the DMC college community?

2. How do you maintain a counseling environment that promotes teaching and learning?

3. Describe what efforts you have made to advance the quality of counseling services and resources.

4. What counseling methods and materials to assist students, have you developed or created to address the differing educational and experiential backgrounds of our students?

5. How do you work a schedule with a variety of times and locations in response to institutional and student need?

6. Have you met professional assignments in accordance with the College calendar and other required deadlines? Give an example.

7. How do you review, evaluate and recommend any new counseling materials and /or practices?

8. Explain how you have established effective working relationships with students, College departments and employees, and the community in order to improve communication and student outcomes.

8. What professional development programs have you attended that allow you to review, evaluate, and revise counseling services and practices to assure compliance with professional standards and requirements of various accrediting bodies of which the College is a member.

10. Describe other specific assignments as itemized in job description for counselors.
Peer Interview Report

Librarian/Counselor Interviewed______________________________
Department______________________________________________
Date of Interview_________________________________________
Interviewer_______________________________________________
Department______________________________________________

I have interviewed _______________________________ on _______________ during their __________________________class. My summary of the interview is as follows:

_____________________________________________________

Signature of Peer Interviewer
Sample Narrative of a positive interview:

I interviewed ________________________________ on ____________________.

Librarian X demonstrated a sound understanding and performance of the duties of librarians as mandated in policy. His/her responses to interview questions described in detail the work performed in support of library and instruction at the college. He/she provided documentation and statistics to support his/her answers. He/she demonstrated a clear understanding of his/her responsibilities in meeting the mission of the college. (Additional depth and detail would be useful.)

OR

Counselor L demonstrated a sound understanding and performance of the duties of counselor as mandated in current board policy. His/her responses to interview questions described in detail the work performed in support of student engagement and retention at the college. He/she provided documentation and statistics to support his/her answers. He/she demonstrated a clear understanding of his/her responsibilities in meeting the mission of the college. (Additional depth and detail would be useful.)

Sample Narrative of a negative interview:

I interviewed ________________________________ on ____________________.

Librarian X seemed disorganized and vague when detailing how his/her duties supported the library and instruction at the college. He/she rambled in his/her answers and gave little or no documentation to support what he/she said. It was difficult to understand exactly what he/she did in the performance of his/her professional responsibilities. (Additional depth and detail would be useful.)

OR

Counselor does not demonstrate knowledge of the mission of the college and/or the division of student engagement and retention. He/she does not have documentation or statistical information related to his/her role and impact on retention, graduation and transfer. It seems counselor has not connected with the student population. (Additional depth and detail would be useful.)