Start the meeting & introduce (everyone participates in the interview) & brief description of the department.

1. Why are you interested in this position?
2. Can you tell us a bit about your degree program and past work experience?
3. Could you describe your experience in scanning materials?
4. Could you describe your experience in editing digital images?
5. Can you give us an example of working as a part of a team?
6. Can you give us an example of following detailed instructions?
7. How do you approach learning new hardware/software?
8. Say that you have multiple tasks to finish within a timeframe, how do you prioritize them?
9. How would you stay focused on work, for example: separating personal activities such as web surfing, email, social media, frequent phone calls, etc., from work activities.

Wrap-up Questions

1. Is there anything else you would like to share?

2. Do you have any questions for us?

3. Any preference on work schedule? Our office opens 8:30-5 on weekdays. No shifts available after 5 or on weekends.