



**THE HIRE TALENT**  
A TALENT ASSESSMENT COMPANY

# Interview Questions Property Manager

*Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way).*

## Planning and Administration

- Tell me about your experience buying, selling, and leasing property.
- Tell me about your experience coordinating/scheduling support functions such as facilities, maintenance, etc. Have your repairs ever fallen behind schedule?
- How do you keep yourself organized when dealing with requests from multiple directions? How do you handle interruptions?
- Tell me a time when you planned and pulled off a complex deal. Tell me the steps you went through.
- Tell me a time when you had to unexpectedly change the task you were working on.
- Tell me your thought process when deciding whether to renovate a property or sell/lease as is.
- What information do you review to determine whether or not to purchase property?

## Leadership

- What characteristics do you look for when hiring administrators and maintenance?
- How do you delegate work? Provide some examples.
- Describe your process for addressing weak performers.
- How do you give positive feedback to people?
- How would you deal with an unsafe situation? Do you have any examples?

## Negotiating and Selling

- Tell me about a contract you negotiated with a client. What were some of the terms you negotiated? Provide some examples of negotiations with vendors/contractors. Are there any other groups/agencies you have negotiated with?
- How do you market your properties?
- What have been some of your favorite selling experiences?
- What's the most common reason that people who don't buy from you give as the reason for declining the sale?

## Composure and Customer Service

- Tell me a time you addressed a legal conflict or a dispute among neighbors.
- What process do you use to calm an upset client?

## Technology

- What office management software are you familiar with?
- What types of reports do you prepare for properties? What records do you maintain?

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