

name: _____

position interviewing for: _____

date: _____

Tell me about your past experience in Property Management?

(Include agency, job description, tasks performed, period of employment, numbers of properties managed and the reason why you left)

Have you worked in the real estate industry in another capacity?

What other roles have you worked in outside the real estate industry that you feel benefits your role as a property manager (nominate role title)?

What is the total period of time that you have been employed as a property manager (nominate role title)?

Why have you chosen Property Management as a career?

What are the greatest challenges you have faced in Property Management to date?

How did you deal with that challenge?

What changes, if any, did you make to the way you do things after you faced that challenge?

What do you think are the greatest challenges facing Property Managers today?

How do you rate your knowledge of all the relevant legislation?

If you had a property under management that was listed for sale, what process would you take to advise the tenant and what notices would be issued?

What training do you undertake to ensure you keep up-to-date with legislative changes and industry standards, etc?

How would you organize your ideal day?

How would you organize your ideal week?

Do you consider daily/weekly/monthly organization of your time management important to being efficient and productive in your role as a property manager?

And if so, why?

How well do you think you work in a team environment?

What property management trust account software packages are you familiar with?

Do you use checklists, refer to systems and procedures manuals and follow systems established by the agency. Or do you prefer to work your way and with the systems you are familiar with?

What do you think are the cost effective methods to market rental properties?

How would you prospect for new managements?

What do you believe is the ideal ratio of properties to property manager?

What is your preference – portfolio management or task management and why?

What steps would you take if you reported maintenance to the lessor that could result in a public liability claim if not rectified?

If after advising the lessor of the consequences of not rectifying the maintenance/repairs they choose not to do anything what steps would you take?

What process would you undertake to ensure tenancies due to expire are renewed, including timeframes for notices, rental increases, notifying lessor and tenants?

If the tenants are advised of a rental increase and decide not to accept as they believe it is too high, how would you negotiate this between the lessor and tenant?

What do you consider to be your best qualities?

What do you think previous employers would say your best qualities are?

What personal qualities do you think you could improve?

What do you think your previous employers would say your personal qualities are that can be improved?

What are your strengths?

How do you normally undertake the process of routine inspections, including arranging times, how you set them up in the computer and sending reports to owners?

When you inspect the property, what do you look for during the inspection?

What do you like most about property management?

What do you like least about property management?

What are your short term career aspirations?

What are your long term career aspirations?

What are your views on change, technology, ongoing training, etc?

Do you undertake your own ongoing training and what training have you done of your own choice in the last:

12 months:

2 years:

If you were offered the position what salary are you hoping to achieve?

Do you own your own vehicle, and is it reliable and maintained well?

Do you foresee any challenges that could obstruct you from performing your role and achieving your maximum potential?

What notice period do you have to give your current employer and how soon would you be able to commence if I offered you this position?

If I offered you this position today, would you accept it?

Do you have any comments or questions?
