Property Manager Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Share an effective method you have used to communicate information to prospective tenants.
3. Tell me how you organize, plan, and prioritize your work.
4. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
5. Please share an experience in which you presented to a group. What was the situation and how did it go?
6. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
8. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)
9. Provide an example when your ethics were tested.
10. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
11. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
12. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
13. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
14. Provide a time when you dealt calmly and effectively with a high-stress situation.

15. Tell me about your last experience directing collection and payment of fees. Name a method you found effective.
16. Name a time when your patience was tested. How did you keep your emotions in check?
17. Share an experience in which you inspected a facility and discovered the need for repair or maintenance.
18. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?
19. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
20. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
21. Share an effective method you have used to communicate with on-site managers, tenants, and owners.
22. Describe a difficult problem you solved successfully.
23. What is the key to success when communicating with the public.
24. What is the current state of any records you are keeping? What is one thing you are trying to improve about your record keeping?
25. Tell me about a negotiation you made which you were pleased with. How about one you were unhappy with?
26. Share an experience in which you successfully maintained and improved a property which you managed.
27. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

28. Share an experience in which communication with community association members or a similar group helped you to assess and meet their needs.
29. Name a time when your creativity or alternative thinking solved a problem in your workplace.
30. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
31. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)
32. Name a method you have used to create a successful and detailed budget.
33. Share an experience in which your willingness to lead or offer an opinion helped your company.
34. Share an experience in which you successfully directed and evaluated a staff. Share a method that led to your success.
35. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.
36. Provide a time when a meeting with a committee helped you to resolve an issue or dispute.
37. Share an effective method you have used to market vacant space to prospective tenants.
38. Provide a time when maintaining contact with an agency (e.g. fire department) helped ensure protection for your property.
39. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)
40. Provide an example of when you were persistent in the face of obstacles.

41. Describe your experience soliciting and analyzing bids. What methods have led to your success in this area?
42. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
43. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
44. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
45. Share an experience in which conferring with a legal authority helped you prevent a discriminatory or other averse action.
46. Tell me about a contract you prepared which you were happy with. What wer some of its flaws?
47. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
48. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
49. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment?
50. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
51. Name a method you use to determine what supplies is necessary for purchase.
52. Tell me about your experience doing light clean-up and repair work.

53. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
54. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
55. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
56. Tell me about a difficult negotiation you made with a client. What methods helped you overcome the difficulties?
57. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
58. Share an effective method you have used to negotiate loans.
59. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?
60. Share an experience in which a negotiation with a company helped you eliminate a potential obstacle for a new project.
61. Give me an example of when you thought outside of the box. How did it help your employer?
62. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
63. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
64. What methods do you use to determine where and when to acquire new properties?
65. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation

or improve an ongoing one. (Look for the candidate's ability to learn.)
66. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
67. Describe a time when you successfully provided personal assistance to a coworker or patron.
68. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
69. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
70. What is the most challenging part of budgeting for you?
71. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
72. Share an experience when you applied new technology or information in your job. How did it help your company?
73. Would you consider analyzing data or information a strength? How so?
74. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
75. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
76. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.