# FIRST INTERVIEW

Hi, \_\_\_\_\_\_\_\_\_\_\_. Thank you for taking the time to speak with me today about the Admin Assistant position. I’ve got a few questions for you today, are you ready?

1. Are you working right now?
   1. Why are you considering giving up your current job?
   2. What were you doing at your previous/current job – such as roles and responsibilities?
2. What accomplishments are you most proud of personally and professionally?
3. Have you ever thought about being a real estate agent?
4. How would you handle a client who called the office upset about something the agent has done? Could you turn that around into a happy client?
5. When do you tackle the most difficult tasks, in the morning, afternoon, or late in the day?
6. Do you prefer to work on one task at a time until completion or work on multiple tasks at a time?
7. How do you keep yourself organized?
8. What kind of people annoy you?
9. Have you ever experienced buying or selling a home yourself or with your family? What was that like?
10. What about working in a real estate office appeals to you?
11. What would you like to be doing in 2 years from now?
12. What was your most enjoyable or rewarding job and why?
13. Is there anything that would prevent you from being able to do your job even temporarily?
14. Do you have reliable transportation?
15. Do you read or listen to books, and/or attend seminars of any type?
16. How fast can you type?
17. What computer system are you familiar with – Mac or PC?
    1. What software are you most familiar with?
    2. On a scale of 1-10, 10 being very quickly, how quickly do you learn new software and become an expert at it?
18. Are you familiar with our city? If you had to find a community or house would you do so easily?
19. Have you ever been a real estate agent?
20. What do you think it takes to provide exceptional customer service?

# SECOND INTERVIEW QUESTIONS

1. Where do you hope to be in 5 years?
2. What do you feel it takes to be a successful real estate agent?
3. When were you most motivated in your job? What made you motivated like that?
4. How do you schedule your time?
5. How do you prioritize tasks? How do you determine which tasks should have priority?
6. How long would you be interested in working in a position like this?
7. What is your greatest strength?
8. What would you say is your greatest weakness?
9. Tell me about your worst day in your last job. How did you handle it?

# FINAL INTERVIEW FORMAT

1. Review the proposed work schedule and determine if these times are acceptable to the Contractor.
2. Review the Job Description and determine if acceptable to the employee.
3. Review the Company Expectations/Code:
   1. No personal emails and social media on company time
   2. No personal online shopping
   3. All company information including but not limited to client information is strictly confidential.
   4. All information about the Agent/Team-Leader is strictly confidential.
   5. Personal issues should be left at home.
   6. Personal phone calls to be handled outside of the office.
   7. Business attire must be worn at all times. (present dress code)
   8. Contract deadlines are a priority
   9. Phone etiquette policy