

Personal Property Appraiser Interview Questions

1. Tell me how you organize, plan, and prioritize your work.

2. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

3. What is the key to success when communicating with the public.

4. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

5. Share an experience when you applied new technology or information in your job. How did it help your company?

6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

7. Would you consider analyzing data or information a strength? How so?

8. 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?

9. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

10. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

11. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

12. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

13. Share an experience you had in dealing with a difficult person and how you handled the situation.

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| 14. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 15. Provide an example when your ethics were tested. |
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| 16. What methods do you use to determine the taxability and value of properties? |
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| 17. Share an experience in which you successfully defended the assessed value of a property to the owners or in a hearing. What communication or other methods made you successful? |
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| 18. How do you effectively determine the appraisal value of properties? What factors do you consider most important? |
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| 19. How do you determine values of new construction and major improvements? |
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| 20. Describe an effective system you established to assess property. |
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| 21. What is the state of the data you have kept on parcels you have assessed? What is something you would like to improve in your data records? |
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| 22. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 23. Describe the state of your assessment rolls. What is one thing you would like to improve? |
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| 24. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 25. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 26. Share an experience in which analyzing trends helped you assess property values or determine the accuracy of assessments. |
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| 27. How do you ensure accuracy of information regarding transfers of property? |

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28. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

29. How do you keep up-to-date with property changes?

30. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

31. Describe an application for a property tax exemption/deduction which you approved. How about one which you declined?

32. Provide a time when your familiarity with local real estate market helped you in your job. How do you maintain familiarity?

33. Provide a time when you dealt calmly and effectively with a high-stress situation.

34. Share an effective method you have used to identify ownership of property.

35. 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.)

36. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

37. 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.)

38. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

39. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

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40. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

41. Share an experience in which you successfully hired and supervised a staff. What methods made you a successful supervisor?

42. Provide an example of when you were persistent in the face of obstacles.

43. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

44. Describe a time when your service on an assessment review board benefited you or your company.

45. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

46. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

47. Share an experience in which your willingness to lead or offer an opinion helped your company.

48. 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?

49. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

50. Give me an example of when you thought outside of the box. How did it help your employer?

51. 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.

52. Name a time when your creativity or alternative thinking solved a problem in your workplace.

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53. 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.)

54. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

55. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

56. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

57. Tell me about your qualifications for and your experience handling vehicles and/or mechanized equipment.

58. How do you stay fit in order to perform physical activities that are required in the workplace?

59. 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.)

60. 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?

61. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

62. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.