

Closing Agent Interview Questions

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

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

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

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

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

6. Please share an experience in which you presented to a group. What was the situation and how did it go?

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

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

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

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

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

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

13. Share an experience when you convinced a property owner to sell when they had no intention to.

14. Tell me about the most recent real estate transaction you were involved in.

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16. Provide an example when your ethics were tested.

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

18. Share an experience when you needed to closely manage the fulfillment of purchase contract terms. What was the situation?

19. Share an experience when you needed to closely manage the fulfillment of purchase contract terms. What was the situation?

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

21. 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.)

22. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

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

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

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

26. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

27. 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

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can demonstrate some initiative.)

28. Walk me through the process of how you would determine the market price of a given property.

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

30. Share an experience in which you successfully managed and/or operated real estate offices.

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

32. Have you ever found a significant mistake made by a loan officer, attorney, or other professional? Do you usually check their work?

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34. What are you doing to stay up to date with real estate law, emerging trends in financing, or other relevant information?

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36. Provide an experience in which you effectively acted as an intermediary in a negotiation between a buyer and a seller.

37. 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.)

38. Provide an experience in which you supervised agents handling real estate transactions. What methods made you successful?

39. What is the most creative type of financing you have helped arrange?

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41. 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.

42. Name a time when your patience was tested. How did you keep your emotions in check?

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

44. Share an experience in which you effectively managed rental properties. What made you successful?

45. Walk me through the process of when you assessed the income potential of a property.

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

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

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

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

51. Provide an experience in which you arranged for title searches of properties being sold.

52. Share an experience when you were able to buy or sell a property because you had an understanding of current income tax regulations, local zoning/building laws, or growth possibilities of the area where the property was located.

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

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

56. What is the most challenging part of budgeting for you?

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

58. 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.)

59. 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?

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

61. Describe your experience giving buyers virtual tours of properties.

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

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

64. Share an experience in which you successfully developed, sold, or leased property used for industry or manufacturing.

65. Provide an example of a time when you successfully organized a diverse group of people to accomplish a

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task.

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

67. How do you maintain a working knowledge of factors which determine a farm's capacity to produce?

68. 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?

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. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

71. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)