

Contracts Specialist 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. Share an experience when you applied new technology or information in your job. How did it help your company?
5. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
6. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
7. 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.)
8. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
9. Please share an experience in which you presented to a group. What was the situation and how did it go?
10. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
11. Provide an example when your ethics were tested.
12. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
13. Share an experience in which you successfully acted as an intermediary in a negotiation between a buyer and a seller.

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14. Would you consider analyzing data or information a strength? How so?
15. Provide an effective method you have used to advise clients on market conditions, prices, mortgages, legal requirements, and other related matters. Share an experience.
16. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
17. Share an effective method you have used to promote sales of properties. Provide an experience.
18. Provide an experience in which you advised a buyer on the suitability and value of a home he/she visited.
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. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
22. Provide an experience in which you successfully coordinated a property closing.
23. Describe the methods you have used to determine what kinds of properties clients are seeking.
24. Share an experience in which you conferred with escrow companies, lenders, home inspectors, and/or pest control operators to ensure that terms and conditions of purchase agreements were met.
25. Describe your experience preparing documents, such as representation contracts and closing statements.
26. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
27. Provide an example when you were able to prevent a problem because you foresaw the reaction of another

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person.

28. Share an effective method you have used to generate lists of properties that are compatible with buyers' needs and financial resources. Provide an experience.

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

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

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

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

33. 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.)

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

35. 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.)

36. Share an experience in which you arranged for title searches.

37. Provide an effective method you have used to solicit property sales listings.

38. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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

40. Provide an experience in which you were sensitive to someone's needs or feelings. How did your

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helpfulness affect your work environment?

41. Provide an effective method you have used to remain knowledgeable about real estate markets. Share an experience.

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

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

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

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

46. 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?

47. Tell me about a time when you effectively advised a seller on making his/her home more appealing to potential buyers.

48. Provide your experience determining clients' eligibility for financing.

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

50. Share an effective method you have used to develop networks of attorneys, mortgage lenders, and contractors.

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

52. 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.)

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53. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
54. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
55. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
56. Describe a time when you successfully provided personal assistance to a coworker or patron.
57. Share an experience in which your willingness to lead or offer an opinion helped your company.
58. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
59. Provide an experience in which you inspected premises and identified maintenance needs.
60. Tell me about an effective seminar or training session which you conducted to help sales agents improve sales techniques.
61. Describe your experience appraising properties to determine loan values.
62. Share an experience in which you helped a client to evaluate mortgage options and obtain financing at the best prevailing rates and terms.
63. What is the most challenging part of budgeting for you?
64. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
65. 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?

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66. Share your experience renting and/or leasing properties.
67. 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?
68. Share an experience in which you reviewed new construction plans with clients to recommend available options and features.
69. Provide an experience in which you solicited and/or compiled listings of available rental properties.
70. 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.
71. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
72. Provide an experience in which you appraised undeveloped areas for building sites.
73. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
74. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
75. Walk me through the process of how you would determine the market price of a given property.
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