

Contracts Specialist 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.)