

## Office Manager Interview Questions

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

2. Provide an experience in which examining documentation helped you to verify important property information.

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

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

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

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

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

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

9. Provide an experience in which you identified a restriction by examining a title.

10. Share an experience in which you copied or summarized recorded documents which affected property titles.

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

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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?

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

16. What is the state of your reports describing title encumbrances? Name one thing you would like to improve.

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

18. Share an experience in which you effectively summarized legal or insurance details, or sections of statutes or case law for use in examinations, as proofs, or as ready reference.

19. Provide an experience in which you successfully prepared and issued title commitments and/or title insurance policies.

20. Share an effective method you have used to verify the accuracy and completeness of land-related documents accepted for registration.

21. Provide an effective method you have used to ensure that real estate closing files are accurate and that information included is recorded and executed according to regulations.

22. Share an experience in which conferring with a realtor, buyer, seller, contractor, surveyor, or other personnel helped you to resolve a difficult problem.

23. Describe an effective real estate closing statement which you prepared. How did you utilize your knowledge and expertise in real estate procedures?

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

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

26. What is the state of your recordkeeping? What is one thing you would like to improve upon?

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27. 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.)

28. Provide an experience in which you directed the activities of workers. What methods made you successful?

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

30. Share an effective method you have used to obtain maps and/or drawings delineating properties.