

## Office Manager 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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15. Tell me about the most recent real estate transaction you were involved in.
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.