

Interview Questionnaire - Admin/ Leasing/ APM/ PM

Bilingual

Candidate Name: _____ Date: _____

First Choice Position: _____ Second Choice: _____

If willing to take a step down in title, why? _____

Phone- Cell: _____ Home: _____

Email: _____ DOB: _____

Date Available: _____ Schedule Restrictions: _____

Location: Ideal: _____ Max North: _____ Max South: _____

Do you owe any apartment communities money? _____ Are you paying it off? _____

Direct Hire Temp-to-Hire Temp Temp Only Pref: FT PT

Pay Desired: _____ Min. Pay: _____ + Commissions +Bonuses

How did you hear about us? _____

Experience: Years of Related Experience: _____
Customer Service _____
Sales _____
Marketing: _____
Industry Exp: _____

Years of Onsite Experience:
Property _____
Position: _____
Unit Count: _____
Property Type: _____
Year _____

Years of experience as a:
Leasing _____
Leasing Director _____
Assistant Prop. Mgr. _____
Property Mgr. _____

Years of Onsite Experience:
Property _____
Position: _____
Unit Count: _____
Property Type: _____
Year _____

***Look thru & note on resume the reason they left their last 4-5 jobs, or jobs dating back 5-6 years. (If there are employment gaps, find out why.)**

Companies you CAN'T or do NOT want to work for? _____

Software: Yardi _____ Tax Credit: _____ Yrs. of Leasing/On-site exp. _____
Onesite _____ Sec. 8 _____
Bluemoon _____ New Const. _____
Rehab _____

Bilingual? Fluent?

Strongest skills: _____ Weakest Skills: _____

Visible Tattoos? Y N (Where? _____) Piercings? Y N

Interview Completed by: _____

Notes: