

Candidate Name:

Assistant Property Manager

1. What computer software do you have experience with?

A: Do they have experience with Yardi, Yeildstar, Level 1, On-site, MS Office Suite, etc.

2. Tell me about a time when you made a mistake at work. What did you do and what was the result?

A: Can they admit to a mistake or missed deadline. Make sure you pause here and give them time to answer - everyone has made mistakes. Goes to self-awareness. Did they own the problem? Did they IMMEDIATELY tell their supervisor or cover it up? It is a red flag if they cant give a specific example and/or don't mention telling their supervisor.

3. Tell me about your most current job or position. What were your major responsibilities/duties?

A: Do the skill sets needed in their current job transfer over to this position? Do they speak negatively about their previous job/employer--this could be a red flag.

4. Why are you looking to make a job change?

A: Why are they leaving? What was the cause? Could that cause be a potential problem for their relationship with Essex? If they are unemployed, why did they leave their last job?

5. Walk me through a move out process and the SB90 law.

A: What is their experience with this? Do they follow the appropriate steps?

6. What are your long term professional goals?

A: Can they achieve their goals with Essex? Goes to person/job fit.

7. Tell me about a time when you witnessed a co-worker stretch or bend the rules beyond what you felt was acceptable. What did you do? Why did you take action?

A: Just goes to integrity. Did they say something? Ignore it? Did they have the courage to stand up for what is right?

8. Tell me about a time when you were frustrated and discouraged with a project or goal. What did you do and what was the reason behind it?

A: It's a red flag if they blame others or attack coworkers. Did they communicate their concerns?

9. Describe a time you led a group of people, the primary challenges you faced and how you handled them?

A: Demonstrates management experience. Are they comfortable with leadership?

10. Describe a time when you recommended a plan of action in response to business/market trends. What information did you use to make your recommendation? Was the plan executed? What was your role?

A: Demonstrates industry experience and initiative.

11. Tell me about your last property audit or property visit. In which areas did you not pass or needed improvement on? What have you done since to ensure that you were in compliance?

A: (There is always room for improvement—can they work with negative feedback and make needed changes? It is a red flag if they bad mouth the property or their management.)

12. Tell me about a time when you were presented with a challenge adapting to a difficult team or person.

A: Can they handle differences in a positive way? It's a red flag if they attack another person/team.

13. What kinds of decisions do you have authority over? Which ones do you need to consult with your manager first before making? What would you change if you have the chance and why?

A: Demonstrates current management experience. Do they need assistance with minute details or do they have more autonomy?