Phone Interview Questions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Interview Questions:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Current Salary?
2. Reason for leaving current/ past job?
3. How many words per minute can you type?
4. Have you ever been convicted of a crime?
5. Computer Knowledge: How well versed are you in using MS office?  Excellent, Good, Fair, Poor (for each)
   1. Word
   2. Excel
   3. Power Point
   4. Publisher
   5. Outlook
6. Do you have a Real Estate License?
7. Do you have any Property Management Experience? If so, how many years
8. Medical Plan:
9. Phone Voice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pleasant, Upbeat, Professional, etc.
10. Attitude \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pleasant, Upbeat, etc.
11. Did they view the website before the interview?
12. DMV Record (if applicable- have them bring a DMV printout)
13. Test & Credit check-more positives then negatives

Appt set for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_