

INTERVIEW QUESTIONNAIRE

Name _____
Phone # _____
Leasing _____ Maint _____
Experience _____
Temp _____ Perm _____

1. Reliable transportation? _____
2. Are you bilingual? _____
3. What area of town preferred to work? _____ Crosstreets _____
4. What salary range is desired? _____
5. Why leaving/left current job? _____
6. What type of position looking for (i.e. manager, leasing, maintenance) _____
7. Are you willing to do Porter / Grounds / Painting work? _____
8. # of units / type of property desired? _____
9. Are you willing to work weekends? _____
10. Are they interested in temp/perm or just perm? _____
11. If temp, per hour rate understood? _____ Placement fee understood? _____
12. How soon can you start? _____
13. Are you looking for live-on/off-site position? _____
14. What skills do you have to offer a new employer? _____
15. What is your greatest weakness? _____
16. We do drug testing at random, will that be a problem? _____
17. What are your goals? _____
18. How did you hear about Concepts? Republic _____ Tribune _____ Other _____

Office Staff

1. Do you hold a current RE license? _____
2. Do you have Rent Roll or AMSI experience? _____
3. Do you have exp with Tax Credit properties? _____

Maintenance

1. Are you AC certified? _____
2. Do you have your own tools? _____