

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · APARTMENT MANAGER

1	How would you handle tenant complaints?	1 2 3 4 5	
2	Do you have experience with rent control and local housing laws?	1 2 3 4 5	
3	Are you comfortable working with technology for property management tasks such as accounting, scheduling maintenance, etc.?	1 2 3 4 5	
4	What strategies would you employ to maintain high occupancy rates?	1 2 3 4 5	
5	How would you handle difficult conversations with tenants?	1 2 3 4 5	
6	Do you have any experience dealing with tenant evictions?	1 2 3 4 5	
7	Describe your approach to developing relationships with vendors and contractors.	1 2 3 4 5	
8	What are some methods you use for conducting inspections of the property?	1 2 3 4 5	
9	How do you ensure that all regulatory requirements are being met?	1 2 3 4 5	
10	How would you ensure that all safety protocols are followed?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.