

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSISTANT PROPERTY MANAGER

1	What experience do you have managing a property?	1 2 3 4 5	
2	How well do you handle tenant relations?	1 2 3 4 5	
3	What is your experience with repairs and maintenance?	1 2 3 4 5	
4	Can you provide an example of a financial transaction you completed as an Assistant Property Manager?	1 2 3 4 5	
5	What type of management style do you prefer?	1 2 3 4 5	
6	How well do you handle financial transactions?	1 2 3 4 5	
7	Describe a situation that was tough for you to manage.	1 2 3 4 5	
8	What are the biggest challenges you would face as an Assistant Property Manager?	1 2 3 4 5	
9	What are the essential qualities of a successful Assistant Property Manager?	1 2 3 4 5	
10	How would you handle a situation if you received a complaint from a tenant?	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.