

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUILDING MANAGER

1	What experience do you have in property management or building management?	1 2 3 4 5	
2	How would you handle tenant complaints?	1 2 3 4 5	
3	What are your thoughts on sustainable/green living practices?	1 2 3 4 5	
4	Have you ever dealt with a problematic or uncooperative owner/ landlord?	1 2 3 4 5	
5	What is the most crucial trait of a successful building manager?	1 2 3 4 5	
6	What is your understanding of the Building Manager's role?	1 2 3 4 5	
7	Have you ever had to deal with construction work?	1 2 3 4 5	
8	How familiar are you with applicable laws and regulations?	1 2 3 4 5	
9	How would you handle a repair request?	1 2 3 4 5	
10	What are your thoughts on preventative maintenance?	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.