

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · REAL ESTATE PARALEGAL

1	What experience do you have with real estate law?	1 2 3 4 5	
2	What is your understanding of the role and responsibilities of a real estate paralegal?	1 2 3 4 5	
3	How familiar are you with local zoning laws?	1 2 3 4 5	
4	Have you ever handled title searches or reviewed documents related to transactions?	1 2 3 4 5	
5	Are you comfortable working independently on different projects?	1 2 3 4 5	
6	Can you provide examples of successful cases that required meticulous legal research skills and attention to detail?	1 2 3 4 5	
7	Tell us about any reports, forms, contracts, or other documents that you've prepared.	1 2 3 4 5	
8	What systems and software are you familiar with that are commonly used by real estate paralegals?	1 2 3 4 5	
9	Tell us about your experience using legal research databases.	1 2 3 4 5	
10	What is your approach to staying abreast of changing laws, regulations, and judicial decisions?	1 2 3 4 5	
11	Are you comfortable communicating with clients or other professionals in the industry?	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	

CRITERIA	SCORE (1-5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.