# Job-Specific Interview Questions to Ask Candidates

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## Management

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| **Question** | **Candidate Response** |
| 1. What is your management style? |  |
| 2. Tell me about a time you had to give someone difficult feedback. How did you handle it? |  |
| 3. As a manager in this role, you will lead a team of (*insert #*) people. What specifically will you do during year one to help ensure they each become more valuable to the company and stronger performers overall? |  |
| 4. Tell me about a time you had someone on your team who was a challenge. What did you do to manage them and how did the situation turn out? |  |
| 5. What is your experience with hiring and terminating employees? |  |
| 6. Why do you like to manage people? |  |

## Marketing

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| **Question** | **Candidate Response** |
| 1. What is the ROI (return on investment) on marketing campaign(s) that you’ve led, designed, or otherwise participated in? What lessons did you learn from them? |  |
| 2. What blogs and resources do you follow online to keep up with the industry? |  |
| 3. Walk me through your process of a marketing campaign from start to finish. What steps do you take to get results? |  |
| 4. Do you have experience building social media channels and an online presence? What do you think works or does not work? |  |
| 5. How do you deal with a project that's gone over budget or pushed past the deadline? |  |

## Administration

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| **Question** | **Candidate Response** |
| 1. Tell me about a time you had to complete multiple projects at one time for a deadline. How did you prioritize your tasks to complete them by the deadline? |  |
| 2. Why do you think you’d be the right administrative assistant for me/for this office? |  |
| 3. Walk me through a typical day in the role of an administrative assistant. |  |
| 4. What do you enjoy most about administrative work? |  |
| 5. What software and office equipment knowledge do you have that will help you succeed in this role? |  |
| 6. Describe a situation where discretion was required of you and how you handled the situation. |  |

## Real Estate

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| **Question** | **Candidate Response** |
| 1. Why do you want to work as a real estate agent? |  |
| 2. How many transactions did you close in the past year? |  |
| 3. From which lead generation source did you see the best ROI? |  |
| 4. How will you help grow your business (through our agency)? |  |
| 5. How would you utilize the internet, video tours, and social media to sell a property? |  |
| 6. Tell me about a time you struggled to build a relationship with a client. What would you have done differently? |  |
| 7. What do you find most challenging when you accompany prospective clients on showings? Why? |  |

## IT/ Computer Technology

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| **Question** | **Candidate Response** |
| 1. Describe a time when you worked in a group on a technical project. What was the outcome? |  |
| 2. What programming languages do you know? |  |
| 3. How would you handle a client situation where the deliverable deadline is approaching and your team members may not be available to help? |  |
| 4. If you had to design a program from scratch, what steps would you take? How would you ensure the data being entered has zero or minimal errors? |  |

## Sales

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| **Question** | **Candidate Response** |
| 1. How do you divide your time between cultivating current clients and searching for new ones? |  |
| 2. What approach do you take when you are having difficulty closing the deal? |  |
| 3. In your opinion, what can our company do to improve sales? |  |
| 4. What is the difference between a short and long sales cycle? |  |
| 5. At what point do you stop pursuing a potential client? |  |
| 6. Explain your sales process from start to finish. |  |