

# Sales Agent Questionnaire Guide



## Personal Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_, City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_

## General Questions

Tell Me About Yourself? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Interests You About This Particular Job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you say is the most important thing you are looking for in a job? \_\_\_\_\_  
\_\_\_\_\_

What is your timeline to begin working?  
\_\_\_\_\_

## Work History

What was your working environment like at your previous job? \_\_\_\_\_  
\_\_\_\_\_

What type of responsibilities did you enjoy at your previous job?  
\_\_\_\_\_

How would your previous boss comment on your overall performance? \_\_\_\_\_  
\_\_\_\_\_

Do you have a written referral from your previous employer? \_\_\_\_\_ May we call? \_\_\_\_\_  
Speak with whom? \_\_\_\_\_ Phone \_\_\_\_\_

Describe Your Previous Boss? \_\_\_\_\_  
\_\_\_\_\_

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What did you dislike about your previous job? \_\_\_\_\_

What were your work hours like? \_\_\_\_\_ Did you like them? \_\_\_\_\_

## Strengths & Weaknesses

Everyone has strengths and weaknesses, tell me what you are the best at? \_\_\_\_\_

What are your weaknesses? \_\_\_\_\_

Have you ever failed at something in your professional career? \_\_\_\_\_

Tell me of a time you took a risk and failed? \_\_\_\_\_

## Motivation

What motivates you? \_\_\_\_\_

What is it that interests you about this job? \_\_\_\_\_

What are your goals for this job? \_\_\_\_\_

Where do you see yourself 5 years from now? \_\_\_\_\_

## Processor Questions

Are you more of a creative person, organized person, or sales orientated person? \_\_\_\_\_

Please rate your organizational skills and give a valid example of them? \_\_\_\_\_

Please rate your creative skills and give a valid example of them? \_\_\_\_\_

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Please rate your sales skills and give a valid example of them? \_\_\_\_\_

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If you had the choice between buying or selling real estate or developing a system for others to buy and sell real estate which would you choose and why? \_\_\_\_\_

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Do you have any experience processing real estate transactions? \_\_\_\_\_

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What do you enjoy most about working in a team environment and why? \_\_\_\_\_

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Would you say you are focused and less friendly or friendly and less focused? \_\_\_\_\_

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Why do you think a processor is the most valuable role in this business? \_\_\_\_\_

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What do you think it takes to be a good processor? \_\_\_\_\_

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Are you a multi-tasker or do you prefer to focus and why? \_\_\_\_\_

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How do you stay focused? \_\_\_\_\_

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Give an example of how you multi-task? \_\_\_\_\_

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Give an example of a project you recently completed from start to finish and how you stayed on track? \_\_\_\_\_

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Would you rather create business systems or follow them? \_\_\_\_\_

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Give an example of when you designed a business system? \_\_\_\_\_

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What software programs are you familiar with? \_\_\_\_\_