



Interview Preparation

Get ready to land your dream job!

Part 1: Mindset and Motivation

Target Brokerages:

- After researching, add the brokerages you're interested in here.

My goals for job hunting:

- Start with your reasons for seeking a job and focus on growth opportunities.

My dream job:

- Be as specific as possible, so you know what you're looking for.
 - Are you planning to work full-time or part-time?
 - How far are you willing to travel to the office?
 - Do you need an office space or will you work from home?
 - What do you need, and what are your expectations of the brokerage?
 - Do you want training? Mentor? Be a part of a team or work alone?

Skills I Have

- Add any craft or technical skills here.
- Soft skills are just as important.

Skills I Need

- List any skills you need to hone.
 - Add any steps needed to acquire those skills.
- Move items here to the list above once you've mastered them!

Part 2: Application Tracker

Companies	Application Status
Company or Organization: Job Openings: 1. Add them here 2. Embed links to the job description	☐ Researched the role and company ☐ Updated my CV ☐ Wrote a cover letter ☐ Sent application ☐ Interview scheduled
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Part 3: Interview Checklist

Things to prepare:

- ☐ Copies of my CV
- ☐ Required forms and documentation
- ☐ Notebook, paper, and pen
- ☐ My professional outfit
- ☐ Prepared questions
- ☐ Researched career advice on [Kaplan's Career Community](#)
- ☐ Cash for transportation, if applicable

- ☐ Reliable internet and a suitable meeting background, if applicable
- ☐ A spirit of curiosity and confidence!

Sample questions to ask:

- How long has the brokerage/office been in business?
- How long has the broker/manager been in the real estate business?
 - Have they ever sold Real Estate? If so, for how long?
- Does the office belong to a board of REALTORS? Which one?
- What was last year's gross sales volume?
- How many agents are currently affiliated with the firm?
- What is the average tenure of the agents in the office?
- Is there a formal training program?
 - How long is it?
 - What does it cover?
 - Is there a charge?
 - What is the success rate?
 - Do I attend the training virtually or in person?
 - Is there a follow-up program or ongoing training?
- How many new brokers make a sale in the first 3 months?
- What is the new agent retention and success rate for last year?
- Does the firm encourage or pay for advanced training?
- What is the desk/office arrangement?
- Is there floor time offered or required for new agents?
- Are there regularly scheduled office meetings?
- Does the office tour new listings?
- What is the commission structure?
 - Is it graduated based on production?
 - Are there franchise fees? Who pays them?
 - Processing fees? Who pays them?
 - Any other fees?
 - Is there a desk/office rental fee?
- What does the firm pay for? (Signs, business cards, copies, postage)
- What equipment is available for associates to use?
- What software does the firm use?
- Does the firm specialize in a particular area?
- What does the firm's marketing program consist of?
- Is there an in-office transaction coordinator? Is there a fee to use the TC?
- Is there an in-office loan officer or title company? Is it mandatory to use them?
- Is there a mentor program?
- What are the estimated costs to get started?
- How do I get started finding leads?

Step 4: Wrapping Up

Name of Company or Organization:

Interview Date: MM/DD/YY

- **What went well?**

- *Add items here*
- *They might come in handy for next time!*
- **What can I improve?**
 - *Add items here*
 - *They might come in handy for next time!*
- **What are the next steps?**
 - ☐ *Write down any action items for this interview*
 - ☐ *Include deadlines and dates as needed*

"The best is yet to come."

