



## SIOR INTERVIEW FORM – CANDIDATE APPLICANTS

### THIS FORM TO BE COMPLETED BY THE CHAPTER ADMISSIONS CHAIR OR A CHAPTER OFFICER

The Chapter has **30 DAYS** to conduct this Interview. This is the most important step in the process of approving an Applicant for membership. The goal of the Interview is to verify the Applicant's professionalism and ethical standards.

**DIRECTIONS:** This form shall be completed and signed by the interviewer. Attach additional pages if necessary. Please remit directly via e-mail to Ying-Ying Chow, Manager of Admissions, at [ychow@sior.com](mailto:ychow@sior.com). **PLEASE PRINT LEGIBLY OR THE FORM WILL BE RETURNED.**

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_

This interview was conducted on \_\_\_\_\_ and:

In Person – Location: \_\_\_\_\_  By Phone  Video Call

1. **Ask to see several closed deal files. Please review proposals, letters, and other relevant documents. Do these documents demonstrate the virtues of professionalism?**  Yes  No

If this interview is being conducted by phone, please ask the Applicant to scan or fax the paperwork for review.

2. **Are you convinced that the applicant is qualified and is actually rendering commercial real estate services at the level expected of an SIOR Member?**  Yes  No

3. **Ask about a transaction. In your opinion, does the Applicant have broad knowledge and practical experience in the industrial and/or office real estate field?**  Yes  No

Please comment:

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4. **Is the applicant proficient in other fields of real estate?**  Yes  No

If yes, please indicate:  Management  Construction  Accounting  
 Legal  Finance/Investment  Other: \_\_\_\_\_

Please comment:

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5. Ask about:                     Cap Rates                     Market Trends                     Vacancy  
     Absorption                     Lease/Sale Rates

Is the applicant capable of analyzing complex real estate problems in the area of expertise in which the Applicant's specialty is claimed [Industrial, Office, Dual Specialist, Sales Management, Executive Management, Advisory Services]?                     Yes                     No

Please comment:

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6. In your opinion, how does the applicant compare to other leading real estate professionals?

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7. Indicate the percentage of total work hours the applicant has spent during the last three (3) years.

TYPE	OFFICE [%]	INDUSTRIAL [%]	COMMERCIAL [%]	RESIDENTIAL [%]
SALES LEASING				
DEVELOPMENT				
MANAGEMENT				
FINANCING				
OTHER				
TOTAL				

8. Has s/he recently attended any professional seminars or classes? Does the Applicant belong to any professional associations or organizations?                     Yes                     No

Please list below:

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9. Does the Applicant represent him/herself to the public as a real estate expert on the specialty s/he has indicated?  Yes  No

10. Does the Applicant recognize that Candidate Membership in SIOR imposes the obligation of participating in its activities and adherence to SIOR's *Code of Ethics*?  Yes  No

11. Describe the Applicant's plans as to future real estate activity.

For Example: Does the Applicant have plans to expand business or relocate to a different market?  
Does the Applicant own real estate? Is the Applicant a Principal in the firm?

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12. Is the Applicant's interest in SIOR Candidate Membership for the purpose of stimulating real estate activity or for other reasons?

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13. In your opinion, is the Applicant interested in participating in the Chapter in a Leadership Capacity?  Yes  No

Please comment:

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14. Summarize your overall impression of this Applicant.

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CHAPTER ADMISONS CHAIR:

Signature: \_\_\_\_\_

Name [Printed]: \_\_\_\_\_

Date: \_\_\_\_\_