

## REAL ESTATE CAREER SUITABILITY SELF-TEST

Answer the following questions about your current skill level and work style:

### Communication skills

	1	2	3	4	5
I am a good verbal communicator – I can talk to people to communicate information effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am an active listener – I give full attention to what other people are saying, ask appropriate questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am a good written communicator – I can write effectively using appropriate media for the needs of the recipient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have good reading and comprehension skills – I understand written sentences and paragraphs in work related documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** Communication skills are critical to either selling or leasing property or businesses. You need to be a good listener and your written skills need to be excellent as you will be completing legal and compliance documentation. You need to score 5 in each of the communication skills.

### Numeracy skills

	1	2	3	4	5
I have good numeracy skills – I can perform basic arithmetic calculations, can work with money, and perform calculations using ratios, percentages, fractions, areas and volumes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** Numeracy skills are critical as you will have to be able to work with figures and perform calculations relating to money, areas, ratios, percentages etc. You need to score at least a 4 in this numeracy skills section.

### Persuading, influencing and negotiation skills

	1	2	3	4	5
I have negotiation skills – I can bring people together and try to reconcile differences to achieve an outcome that suits everyone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have sales skills – I am able to self-promote, negotiate and conclude transactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** This is the crux of the real estate skill set – although you will learn sales and negotiation skills in training and on the job, you need to think carefully whether you will be comfortable performing a role that uses this skillset – it may not be for you. You need to score at least a 3 in this section and be prepared to work on these skills to succeed in the profession.

### Organisation skills

	1	2	3	4	5
I have good time management skills – I can manage my own time and work with others' timeframes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have co-ordination skills – I adjust my actions in relation to others' actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** Organisational skills are crucial – you will be working with many files and documents, both paper-based and electronic. You will also be working around appointments with clients and need to demonstrate good management of your time. You need to score at least a 4 in this section.

### Customer service skills

	1	2	3	4	5
I have a good customer service outlook – I actively look for ways to help people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have good social perception – I am aware of others' reactions and understand why they react as they do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** A real estate career is all about customer service and consumer protection. You need to be good with people, willing to listen and help them. Customer service is also about dealing with inquiries and problems in a timely manner, so this ties in with your ability to manage your time effectively. You need to score at least a 4 in all questions in this section.

### Decision making and problem solving

	1	2	3	4	5
I have critical thinking skills – I use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have judgment and decision-making skills – I consider the relative costs and benefits of potential actions to choose the most appropriate one.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** This may not be an area that is highly developed but you must be prepared to strengthen your skills in this area. You will have a range of people to help you initially in your new career, including the agency principal, fellow sales representatives or property managers, but as your career progresses you need to develop your own problem-solving skills. Even if you don't score well in this area, you need to be open to further training and development to help you in this area.

### Action planning skills

	1	2	3	4	5
I am an active learner – I understand the implications of new information for both current and future problem-solving and decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I self-monitor – I constantly assess my own performance against the requirements of work position and make improvements or take corrective action.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** You will need to embrace the philosophy of continuous improvement. Legislation, agency practice, documentation and processes continuously change and you need to keep up to date. You need to become an active learner, participate in training that is either compulsory or elective and constantly measure your own performance and conduct to ensure it meets the highest standards. You need to be open to developing action planning skills.

### Work style

	1	2	3	4	5
I have integrity – I am honest and ethical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am dependable – I am reliable, responsible, and dependable, and fulfil my obligations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am independent – I can work without supervision and depend on myself to get things done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am attentive to detail – I am careful about details and thorough in completing work tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am persistent – I am persistent in the face of obstacles and barriers and can work my way through these	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am tolerant – I can accept criticism and deal calmly with high stress situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have self-control – I can maintain composure, keep my emotions in check, control anger and avoid aggressive behaviour, even in very difficult situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am co-operative – I am pleasant with others and display a good-natured, cooperative attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have initiative – I am willing to take on responsibilities and challenges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I have concern for others – I am sensitive to others' needs and feelings am understanding and helpful on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am ambitious – I can establish and maintain challenging achievement goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am adaptable – I am open to change both positive and negative and to variety in the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am socially oriented – I am happy to work with others and be personally connected with others on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am creative – I am able to develop new ideas for answers to work-related problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to develop good working relationships – I can provide service to others and work with co-workers in a friendly non-competitive environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am self-motivated – I am results oriented and relish a feeling of accomplishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am well balanced – I can achieve a life work balance and value job security and good working conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I thrive on recognition – I aspire to advance my career, have potential for leadership and the achievement of prestige	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Result:** These are work traits that are required for many careers, not only real estate. Ideally you should be scoring a 4 or 5 in every single statement.