



recruiting since 1965

## Account Executives

Interviewed by and date:

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**Core Competences**

Reliability	Willingness to learn and take additional responsibility	Organised
Good communicator – able to listen	Able to take criticism	Flexibility and willingness to support other team members
Thorough attention to detail		

The following competences question should help us ascertain an applicants' suitability for the role:

**1.Accounts**

What accounts do you currently work on?

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What accounts have you previously worked on?

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What projects do you work on within the account?

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.....  
.....

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What contact do you have with the client?

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**2. The Position/Role**

What attracted you to the role?

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What are your likes and dislikes?

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What do you see is the most important part of the Account Executive's role?

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Give me an example of a typical day where everything goes to plan.

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Give me an example of a day which hasn't gone to plan, what happened? How did you handle it?

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**3. Team**

Who are you responsible to?

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What responsibility do you have?

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How would you describe the conditions and culture in which you work?

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**4. Reason for leaving**

Why are you looking to leave?

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What can you offer your next employer?

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What would you like your future employer to offer you?

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**Disclaimer**

**These questionnaires have been developed at different times as a service to clients. AF Selection cannot guarantee their suitability for every interview or position and urge that any user checks the questions for compliance with current legislation before use.**

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