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Account Executives

Interviewed by & 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:

Accounts

1(a) What accounts do you currently work on.

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(b) What accounts have you previously worked on.

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(c) What projects do you work on within the account.

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15 wheeler gate · nottingham · nottinghamshire · ng1 2na · t 0115 955 0894 · f 0115 912 1030

station house · stamford new road · altrincham · cheshire · wa14 1ep · t 0161 425 7352 · f 0161 425 7545



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What contact do you have with the client.

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The Position/Role

2 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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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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RFL

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.