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Account Managers

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.	Ownership/accountability for quality of work.	Leadership, man-management and account management skills.
Identifying and developing future opportunities.		

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

Accounts

What accounts do you manage solely?

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What other accounts do you work on?

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What accounts have you previously worked on?

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What type of projects do you work on within the account?

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Team

Describe the team structure.

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Who directly reports to you?

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Who do you report to? / Who do you delegate to?

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Describe a difficult personnel issue you have had to handle.

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How would you describe the condition and culture you work in.

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Position/Role

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

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Give me an example of a day when it didn't, and how did you handle/resolve it.

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What do you see as the most important aspects of an Account Manager's role?

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Do you think you are a good Account Manager? Why?

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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.

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