



recruiting since 1985

## Account Managers

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	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:**

**1. 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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.....  
.....

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

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**2. 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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**3. 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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**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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