

Account Supervisor Interview Questions

1. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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2. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

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3. What is the key to success when communicating with the public.

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4. Share an experience you had in dealing with a difficult person and how you handled the situation.

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5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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6. Tell me how you organize, plan, and prioritize your work.

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7. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

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8. Share an experience when you applied new technology or information in your job. How did it help your company?

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9. Give me an example of when you thought outside of the box. How did it help your employer?

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10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

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11. Would you consider analyzing data or information a strength? How so?

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12. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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13. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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14. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

15. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

16. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

17. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

18. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

19. Please share an experience in which you presented to a group. What was the situation and how did it go?

20. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)