

Account Executive Interview Questions

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

2. Share an experience in which you effectively contacted customers, discussed needs, and explained how products or services could meet those needs.

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

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

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

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

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

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

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

10. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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

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

13. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

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14. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

16. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

17. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

18. Provide an example of when you were persistent in the face of obstacles.

19. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

20. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)