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Executive Interview Questions executives are key players in your company's business development efforts. Depending on the company and the sector, they may be responsible for finding and closing transactions, managing customer contacts or both. Experience in sales or customer service is preferable to senior roles. If you hire an entry-level position, look for enthusiastic, outgoing, curious and smart candidates. The best of them will demonstrate their capabilities by asking the right questions and showing sufficient interest in your services or products. You can ask the following questions to assess the basic features of excellent account managers. It is also a good idea to ask them to make a brief presentation or sales pitch within minutes. You are looking for excellent communication and negotiation skills, business acumen and a confident manner. The candidate you end up hiring should complement all of this with great initiative, perseverance and problem-solving ability. Operational and Situational Questions What do you find most satisfying about this job? How do you deal with rejection? Are you comfortable with a cold call? What methods do you use to open up sales opportunities? What should be effective for demonstration/presentation? How to build a successful business relationship? How familiar are you with CRM? Do you use social media to define perspectives? If a potential customer continued to present you with excuses not to buy, what would you do? Imagine that you have to solve problems for multiple customers at the same time. How to prioritize? Behavioral Issues Recall a time when you encounter a disgruntled and aggressive customer. How did you handle it? Describe the time when you solved a customer problem What was the most difficult deal you had to close? Tell me about the time when you successfully negotiated a contract with a client Describe the time when you managed to reach the goal, when the odds were against you What was your most difficult sales cycle in past positions? Was there a time when you lost the opportunity to engage in perspective? What happened and what did you learn? The two main qualifications for this position are (a) one to two years of practical accounting experience and (b) accounting certification or verification that they are in the process of obtaining certification. Once you are screened for these essentials, you want to ask situational and process-based interview questions that only experienced accountants can answer. These interview questions will help you find out whether their experience lines up with what you need as a company, and whether your candidate can be trained to succeed in that role. See which organizations they have experience with, such as multinational and individual entrepreneurs. Issues about their experience with receivables and payables also tell you which company they worked for and whether they worked primarily with customers or suppliers. You want to know how focused they are on details, how specialized their roles are and how seriously they take their contribution to common business goals. Accounting is usually repetitive and routine work, so you want to hire a motivated, analytical person who strives to improve current systems and processes. Operational and Situational Issues What Do You Know About Our Business Model? How to ensure accuracy in your work? How did you cope with the tight deadlines? How do you stay motivated by doing repetitive tasks? Describe the accounting process you have developed or improved. Describe the time when you helped your company cut costs. How would you create an internal control system to handle accounts?? Share your experiences with receivables and payables. What accounting programs have you used? Describe your familiarity with accounting standards such as FASB and GAAP. No matter what kinds of jobs you have applied for, you can expect certain interview questions to pop up over and over again. But just because you answered these questions before does not mean that you should skip the preparatory work. In fact, some of these super-common issues are the hardest to get right. So get a pen, and don't even think about heading in for an interview until you've written the talking points for the following questions:1. Can you tell me about yourself? This question is often answered with a tortuous narrative, instead of taking the opportunity to present a clear, spectacular story about one of themselves. Such an open question makes it easy to go too long and fill in a lot of details about your education, previous jobs, like antipathy, or interests. But no one wants to hear a thesis about your life. It makes you sound unfocused and aimless. Instead, think of one clear message that you want to convey about yourself, and then add that idea to your response. For example, you can say: I am a person who has performed well in a series of communication roles, or if there is one thing that defines me, it is my passion for leading people. And make sure that one idea you put forward about yourself fits into what the interviewer is looking for in the candidate. If you have a key handle, expand it. You'll sound purposeful and career-savvy. What are you interested in in this work? This question is complicated because it is easy to give an answer that has little to do with the work itself. For example, you can say that you have applied for this job in retail because you have always wanted to be in fashion, or you are a designer and you want to be in advertising. Or maybe you have a friend who told you about the job, so you applied because your friend loves this company. Or you may be just because you're ready to move on from your current gig. These are all true answers, but they are hardly inspiring. Instead, use this answer to show you what is expected, what challenges work, and why you think your talents will allow you to achieve what is expected. Dig deep and explain exactly why you feel you can deliver in the role. It's excruciating to come up with a deeply honest answer. In the end, you're asked about one thing, and we all have weaknesses. But if you're not ready with a better answer, you can answer: My weakness is that I don't respond well to tight deadlines, or I don't like situations where the team doesn't work well together. In fact, this may be true, but this answer is risky. Do not lie, but prepare to respond with a weakness that is actually a force. Say: I am a perfectionist who always strives for perfection, even when it means that I push myself too much to the project. Or I'm moving to make my team the best, most successful sales team. This means that the people who work for me should have aspirational goals as well. This behavior will be perceived as strengths, assuming that they are what is needed in the role you will play.4 Why are you leaving your current job? Here, again, there is the wrong answer, and the right one. The wrong answer is to share something negative that may be moving you out of your existing role. If you say you're leaving your current job because you don't like your boss, or you're not getting along with your colleagues, you'll give the interviewer a reason to leave you. And the same goes for answers that have even bits of negativity (I find the commute is just too long, or Work is too demanding given my growing family.) This may be true, but they won't help. Instead, paint a picture of yourself as a desirable employee who has been executed in your current role but is willing to take the next step in building your career. Talk about your accomplishments, your game plan to go to the next level in your career, and how the job you apply for will require the skills that you have already developed. It is also good to express regret that you are leaving a large group of colleagues, or the boss who inspired you, but say: It's time to take the next step. 5. Where do you see yourself in 10 years? This is another issue that comes with the catch. If you say that you would like to be in the role of an interviewer, say, a vice president or a director, you will be in misand territory. Your interviewer may be offended that you put yourself in her shoes. The answer is simply to express a 10-year goal without attaching it to a particular person. If you have a career goal in mind, you will be perceived someone with a vision and drive. Just remember that today's nothing sure, so you will need to reflect that in your answer. There's enough stress in interviews without making things more difficult, having to come up with answers to these common questions on the spot. So before you go to your next interview, master these five answers. The better prepared you are, the more success you will have. The last update is June 23, 2020. You have everything from research companies to applying for jobs that fit your skills to actually hearing from a company that they would like to talk to you. And then, as soon as someone notices your resume and experience, you have the whole interview process to go through. Sometimes it can all feel like a glove running and can be emotionally exhausting. Being in the acquisition of talent for 15 years taught me a few things. I love telling people that sometimes get a really good job like dating to get married. A lot of boxes should be checked on both sides as best suited to the company and well suited to you. There are many questions to ask and a lot of chances for things not to work. Such is the nature of the hunting and interviewing process. There are several ways you can greatly increase your chances of landing the role you want. It all comes down to research and preparation. And no, where it is more important than in preparation for the interview. With that in mind, I'd like to take a look at the top 10 interview questions (with great examples of the answer). So many people are taking a shotgun approach to finding a new job. They have a general idea of what they want to do in the position and that's about it. Doing work takes a lot of your waking hours, so this should be something you enjoy. The actual work, the people you do it with, the company for which you do it, etc. it requires planning and preparation. Now is the perfect time to make a list of things that are important to you in the new feature. Think in general terms and then narrow it down. What role do you want? Maybe it's accounting, maybe it's an operation, maybe it's even in a set like me. Now look for roles that match your experience and skills. I have been recruiting for 15 years, have management experience, and tend to focus on sales roles. It won't make much sense to look for or apply to roles that are looking for 1-3 years of experience. I would be bored and it wouldn't give the type of compensation I'm used to. Maybe you're used to being in a particular industry. Do you want to stay in this industry? This will either narrow down or expand the field you are looking at. Do you like working for a larger or smaller company? Is the big corporate office environment you enjoy, or perhaps a smaller office with more People? Think about whether you like working for large multinational public companies or a small local organization. The culture of the company is usually a big factor for many people. These are all pieces of the puzzle you have to think about as you prepare to go about finding a job. 2. Research is so important while looking for work. Now that you've compiled a list of what's important to you in your new role, it's time to do some research. Part of this study is preparing to interview questions that we will get within a minute. First, do research on which companies offer the types of roles you are looking for. If you want to work for a large company, do a search for large companies in your geographic region that have positions like the one you want. Don't just do a search online, but make sure you ask family and friends. It's amazing what we can learn when we ask others for their thoughts and guidance. Ultimately, what you are looking to do here is to build a list of companies where you want to apply or see who you know that works there that can possibly help you snag a meeting. This does not mean that you cannot apply for other roles as you are aware of them. You just want to have a list of companies to keep an eye on the current one. Now that we've created job search options and done some research on the types of companies we want to work for, let's look at the interview process. This will help us prepare for the questions. 3. The interview process can vary greatly. Many times, when interviewed for a new role, you will go through a telephone interview. Then, if all goes well, you will be invited to go to the office for a face-to-face interview. The phone screen Many times the phone screen is held by a recruiter such as myself. Depending on the position, I will plan 30 to 60 minutes on the phone screen. During the phone screen, I do a fair amount of conversations as well as ask questions. I want the candidate to be well informed about the company and position. Then I certainly ask questions, some of which you'll see below. If the phone screen goes well, I'll talk to the candidate about being in person for an interview. Assuming that the phone screen is going well and both the interviewer and candidate want to move forward in the interview process, a live interview will be created. Here it may depend on the position. Sometimes I set up one live interview with an hiring manager and if all is well the offer will be extended. In other cases there may be a series of predatory interviews, depending on how difficult it is that the schedule is on both sides. Sometimes I line up someone on if it's a senior role. If you are actively interviewing and working with a recruiter, ask the recruiter to prepare for any person's interviews. In my opinion, all good recruiters do this, but some of them need to be recalled. Now let's get back to the really good information. Here are the 10 best interview questions (with great answers). In any interview you go on, you'll probably face at least one of the following questions, so be prepared! 1. Walk me through your work story the interviewer wants to see that your work story makes sense. Ultimately, what they are looking for is progress and growth in your career, and that you don't quit your job on a whim. They are looking for a good performer they can count on. Great Answers When I was at ABC my position was Inside Sales Supervisor. I was responsible for a team of 6 people who... and in the end I decided it was time to look for an opportunity outside of the company because of the lack of growth options within the company. I took the position of group leader at Genomix because it allowed me to both grow my level of responsibility and learn a new industry. There, I ran a team of 12 sales representatives who sold Medical Genome Services in three areas of the state. 2. What are you looking for in your next role? The interviewer wants to make sure that what you are looking for in your next role coincides with the job you are interviewing for. If you want to manage people and it's not a managerial role, it's probably not the best fit. Great Answers I noticed in the job description that you are looking for a very creative person. Creativity is one of my strengths and something that I am very passionate about. One of the things I find to be very important at work is the culture of collaboration. In my next role, I would really like to work and interact with a team that puts collaboration high on the list of priorities. 3. What makes you fired up to go to work? They want to know if you bring passion and energy to the role, or if it's just a salary for you. Great Answers As my 15 years in digital marketing points out, this is an area I absolutely love. I am constantly learning and doing this job every day is something that I fully enjoy. I always like to learn new things in the field of electrical engineering. I read numerous publications, and getting to integrate my newly found knowledge into my daily work is something I always look forward to. 4. How do you cope with stress? They don't really look to see if you get stressed at work; everyone does from time to time. What they want to see is if you deal with stress in a constructive way and are able to work through it effectively. Great Answers When I Feel Like Getting Stressed, I and take a deep breath. I assess the situation and ask myself what I am trying to achieve. Then I project on smaller, more manageable parts that I can solve. I have found that creating a system that keeps me back on track and organized greatly reduces my stress levels. So I stay on top of almost all working situations. I also believe it's important to take a short break from time to time and walk a bit. 5. How do you prioritize your work? No real shocker. Your interviewer wants to know if you are able to adapt to shifting priorities and deadlines. Can you juggle a large workload? And what do you do when too much gets heaps on your plate at work? Great Answers I'm used to working with a lot of workload and multiple priorities. When I start to feel overwhelmed and too much happens right away, I take a minute and write down a list of things to do. I then number the items according to what is most important. From there I work my way from #1 onwards. While I consider juggling multiple projects one of my strengths, there have been times when there is just too much to do in a designated amount of time. When this happens, I usually ask my manager for guidance on what I should prioritize. 6. What skills and strengths would you bring to this position? The interviewer wants to know that your skills and experience are consistent with what they are looking for in close contact. By this point, you should know that what you are good at fits what they are looking for. Otherwise, you are on the wrong interview! As a recruiter I believe one of the best areas to know about how to find candidates. I'm proud of my ability to identify hard-to-find candidates. I have a certificate in this area that I keep the current as well. My level of knowledge in data analysis is pretty solid. I supplement my day-to-day work with additional training by taking online courses to stay up to date with current trends. 7. What do you know about our company? I hope you've done your research. They want to know that you care enough about being able to take 5-10 minutes to do research on the company. Great Answers Although I'm sure there's a lot I don't know, I found some really interesting things about the company when I was looking online. I had no idea that there was such a high demand for injury prevention training in the workplace. How long has this been part of your service? I talked to a few of my friends in the industry and they filled me in on some of the large-scale projects your engineering firm completed recently. How interesting was it to land on the reconstruction of the football stadium? 8. How do you deal with disagreements with your boss or colleague? They want to know how you deal with and differences of opinion with colleagues. Since you're probably going to work closely with other people, this is to show that you can handle disagreements in a productive way. Great Answers My manager recently wanted to put in place a bronze level of customer service. I totally disagree with how we worked for a year to land this client and it will be one of our biggest. I set up a meeting with my manager to show her how updating them to a silver package would eventually lead to more income. She finally agreed with me and we changed it. A few years ago a colleague and I didn't see eye to eye on creating marketing for a client. We butted our heads for almost 2 weeks before I invited us to talk about it over the food. Being in a more informal setting really helped us come together and agree on a combination of what each of us wanted to do. 9. How do you stay currently on industry trends? The person you're talking to is interested in knowing if you care enough about the industry to make an effort to keep up to date. Great Answers One of the ways I found to stay now on the latest and greatest is to go to the ERE conference that happens in Orlando once a year. This is a two-day event bringing together some of the most innovative companies in our field. I always learn a lot of new things that I then implement at work. Do you read Financial Planning magazine? I have had a monthly subscription for years. It always has great articles and helps me to be aware of the latest trends in our industry. What are the compensation requirements? It's pretty simple; they want to know if the compensation you are looking for fits into what they are in the budget for the role. Great Answers From my research and speaking to several colleagues, I have found that the range of compensation for this type of role with the number of years of experience you are looking for is usually between \$60,000-\$70,000. Does this correspond to budget compensation for this role? based on my experience and experience in this area, I have been targeting roles with a compensation range of \$60,000-\$70,000 range. Is this role in that range as well? Conclusion Looking for a new job is hard work and can be challenging. It's a good feeling when you get on stage interviewing. Being ready is absolutely necessary and will help you immensely during the interview process. Browse the top 10 interview questions with answers to help you feel ready to deal with any interviews you may encounter. It just might help you land that new dream job. 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If you want to manage people and it's not a managerial role, it's probably not the best fit. Great Answers I noticed in the job description that you are looking for a very creative person. Creativity is one of my strengths and something that I am very passionate about. One of the things I find to be very important at work is the culture of collaboration. In my next role, I would really like to work and interact with a team that puts collaboration high on the list of priorities. 3. What makes you fired up to go to work? They want to know if you bring passion and energy to the role, or if it's just a salary for you. Great Answers As my 15 years in digital marketing points out, this is an area I absolutely love. I am constantly learning and doing this job every day is something that I fully enjoy. I always like to learn new things in the field of electrical engineering. I read numerous publications, and getting to integrate my newly found knowledge into my daily work is something I always look forward to. 4. How do you cope with stress? They don't really look to see if you get stressed at work; everyone does from time to time. What they want to see is if you deal with stress in a constructive way and are able to work through it effectively. Great Answers When I Feel Like Getting Stressed, I and take a deep breath. I assess the situation and ask myself what I am trying to achieve. Then I project on smaller, more manageable parts that I can solve. I have found that creating a system that keeps me back on track and organized greatly reduces my stress levels. So I stay on top of almost all working situations. I also believe it's important to take a short break from time to time and walk a bit. 5. How do you prioritize your work? No real shocker. Your interviewer wants to know if you are able to adapt to shifting priorities and deadlines. Can you juggle a large workload? And what do you do when too much gets heaps on your plate at work? Great Answers I'm used to working with a lot of workload and multiple priorities. When I start to feel overwhelmed and too much happens right away, I take a minute and write down a list of things to do. I then number the items according to what is most important. From there I work my way from #1 onwards. While I consider juggling multiple projects one of my strengths, there have been times when there is just too much to do in a designated amount of time. When this happens, I usually ask my manager for guidance on what I should prioritize. 6. What skills and strengths would you bring to this position? The interviewer wants to know that your skills and experience are consistent with what they are looking for in close contact. By this point, you should know that what you are good at fits what they are looking for. Otherwise, you are on the wrong interview! As a recruiter I believe one of the best areas to know about how to find candidates. I'm proud of my ability to identify hard-to-find candidates. I have a certificate in this area that I keep the current as well. My level of knowledge in data analysis is pretty solid. I supplement my day-to-day work with additional training by taking online courses to stay up to date with current trends. 7. What do you know about our company? I hope you've done your research. They want to know that you care enough about being able to take 5-10 minutes to do research on the company. Great Answers Although I'm sure there's a lot I don't know, I found some really interesting things about the company when I was looking online. I had no idea that there was such a high demand for injury prevention training in the workplace. How long has this been part of your service? I talked to a few of my friends in the industry and they filled me in on some of the large-scale projects your engineering firm completed recently. How interesting was it to land on the reconstruction of the football stadium? 8. How do you deal with disagreements with your boss or colleague? They want to know how you deal with and differences of opinion with colleagues. Since you're probably going to work closely with other people, this is to show that you can handle disagreements in a productive way. Great Answers My manager recently wanted to put in place a bronze level of customer service. I totally disagree with how we worked for a year to land this client and it will be one of our biggest. I set up a meeting with my manager to show her how updating them to a silver package would eventually lead to more income. She finally agreed with me and we changed it. A few years ago a colleague and I didn't see eye to eye on creating marketing for a client. We butted our heads for almost 2 weeks before I invited us to talk about it over the food. Being in a more informal setting really helped us come together and agree on a combination of what each of us wanted to do. 9. How do you stay currently on industry trends? The person you're talking to is interested in knowing if you care enough about the industry to make an effort to keep up to date. Great Answers One of the ways I found to stay now on the latest and greatest is to go to the ERE conference that happens in Orlando once a year. This is a two-day event bringing together some of the most innovative companies in our field. I always learn a lot of new things that I then implement at work. Do you read Financial Planning magazine? I have had a monthly subscription for years. It always has great articles and helps me to be aware of the latest trends in our industry. What are the compensation requirements? It's pretty simple; they want to know if the compensation you are looking for fits into what they are in the budget for the role. Great Answers From my research and speaking to several colleagues, I have found that the range of compensation for this type of role with the number of years of experience you are looking for is usually between \$60,000-\$70,000. Does this correspond to budget compensation for this role? based on my experience and experience in this area, I have been targeting roles with a compensation range of \$60,000-\$70,000 range. Is this role in that range as well? Conclusion Looking for a new job is hard work and can be challenging. It's a good feeling when you get on stage interviewing. Being ready is absolutely necessary and will help you immensely during the interview process. Browse the top 10 interview questions with answers to help you feel ready to deal with any interviews you may encounter. It just might help you land that new dream job. 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