

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · JUNIOR ACCOUNT MANAGER

1	How do you approach building and maintaining strong relationships with clients as a Junior Account Manager?	1 2 3 4 5	
2	Can you provide an example of a situation where you effectively supported a senior account manager in achieving client objectives?	1 2 3 4 5	
3	How do you prioritize and manage tasks to ensure efficient client support and account management?	1 2 3 4 5	
4	Describe your communication style and how you facilitate effective communication between clients and internal teams.	1 2 3 4 5	
5	What steps do you take to understand and analyze client needs, and how do you contribute to developing tailored strategies?	1 2 3 4 5	
6	How do you stay informed about industry trends and integrate this knowledge into your client support and account management role?	1 2 3 4 5	
7	Can you share an experience where you had to address a client's concern or request, and how did you handle it?	1 2 3 4 5	
8	In what ways do you contribute to the growth and development of client accounts within your role as a Junior Account Manager?	1 2 3 4 5	
9	How do you handle multiple tasks and deadlines while maintaining a high level of attention to detail?	1 2 3 4 5	
10	Describe your approach to handling administrative tasks, such as report preparation and account documentation, in your role as a Junior Account Manager.	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	① ② ③ ④ ⑤	
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.