Acct. Mgr. - Interview Checklist Name: _____(Review OF,5:15, Nudge, etc)

#	Traits:		Notes:	Score 1-5
1		**Integrity** - Personal Integrity & intellectual honesty		
2		**Professionalism** (Sales Process & Follow-thru) - Professional manner and demeanor		2X
3	Knowledge & Skills	**Sales Skills** - Sales skills / People skills / Account skills 1) Deliver WOW through Service (did the candidate WOW you in the interview?)		
4		**Communications skills** - Public speaking ability / communication skills 6) Build open & honest relationships with communication		
5		**Technology skills** – Computer / IT Savvy (SFDC, Excel, Word, PPT)		
6		**Knowledgeable** - Industry / product knowledge		
7		**Organized** - Good work organization		2X
8		**Disciplined** – Self-discipline; understands self-responsibility 8) Do more with less		2X
9		**Follow-thru** - Effective follow-through		
10	Attitude & Style	**Goal driven** - Goal oriented; motivated to earn above average income 9) Be passionate & determined		
11		**Urgency** - Sense of urgency 2) Embrace & drive change		
12		**Positive** & Adventurous - Positive outlook & attitude 4) Be adventurous, creative & open minded		
13		**High self-esteem though humble** 10) Be humble		
14		**Social** - Assertive social style 3) Create fun & a little weirdness		
15		**Team player** - Independent yet supportive of team 7) Build a positive team & family spirit		
16		**Willingness to learn** - Continuing educational achievements (Coachable) 5) Pursue growth & learning		2X
17		**Generosity & Feedback** - Generous with thanks and appreciation (capable of giving coaching / feedback to others)		