

INTERVIEW TIPS AND BEHAVIOURAL INTERVIEW QUESTIONS

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The following can help you prepare for your next job interview. Reviewing some of these questions may help you think of examples that you will want to communicate in an interview setting. When answering, ensure that you are talking about your own personal contributions. Avoid saying, “we did...” and instead respond with, “I did...”

Arrive at the interview 15 minutes early. If the interviewer is available, this may give you 15 bonus minutes that other candidates will not get. If you're going to be late, for whatever reason, make sure you call the employer in advance and let them know. That said, there is no reason why you should ever be late for an interview if it's a job that you are truly interested in!

Wear a crisp new(er) shirt and tie to your interview (guys). You can never be too overdressed. Greet with a FIRM handshake and a smile. Make good eye contact.

Arrive at your interview with 3-5 strategic business-related questions that you have researched in advance on the company's website. Don't be afraid to open your binder and make notes during the meeting.

POTENTIAL QUESTIONS: SALES ABILITY

- Provide me with some examples of how you have generated new business from a client.
- Describe a major sale that you lost. Why do you think you lost it and what would you do differently as a result of that experience?
- Describe your most creative sale. Please describe how you might be creative in selling our products.
- Describe your most difficult client. What did you do to maintain that client?
- Give me some examples of where you have been able to anticipate customer complaints/problems and correct them before they became an issue. How did you handle this situation and what were the results?
- Run me through a sales cycle. From the time the initial contact was made, to the signing of the agreement.
- What methods do you use to prospect? How do you manage your territory efficiently?

MANAGING PEOPLE

- Have you ever had a difficult subordinate? If so, tell me how you dealt with him/her and what resulted from your actions.
- Give me an example of how you demonstrated your ability to manage people effectively. How did your organization benefit from your actions?
- Please give me examples of things that you have done to obtain maximum performance from your subordinates. What did you do and what resulted from your actions? How would you apply those techniques to this job?
- Describe your management style.
- How do you motivate your sales reps?

TEAMWORK

- Provide examples of areas where you have demonstrated the ability to be an effective member of a team. What did you do and what resulted from your actions?
- Give me an example of where you have made any team, of which you were a member, more effective. How did the team/organization benefit from your actions?

PERSONAL DEVELOPMENT

- What is the most recent example of something you did to improve your job performance? Please tell me why you did this and what resulted from it?
- Give me an example of a time when you have failed (or received negative feedback) in some aspect of your job performance. What did you do to try to correct this failure and what resulted from your actions?

RESOLVING CONFLICT EFFECTIVELY

- Provide me with an example of a time where you had a conflict with a peer. How did you handle this situation? What resulted from it? Would you handle it in a different manner now? If so ... how and why?
- Give me an example of where you had a conflict with a customer. How did you handle this situation? What resulted from it? Would you handle it in a different manner now? Why would you handle it differently?

RESPONSE TO DEADLINES

- Give me some examples of things that you have done, in the past, which demonstrate your ability to respond to tight deadlines. What resulted from your actions?

CREATIVITY

- Give me an example of something you have done in the past that demonstrated creativity on the job. What resulted from your actions?

MESH WITH CORPORATE CULTURE/JOB

- Have you read up on our corporate culture? Tell me why you think you would fit in with our organization's values.

CLOSE OUT THE INTERVIEW

Treat it like a sales call. Ask them, "is there anything from our discussion that needs clarification?" Reiterate your interest in the position. Ask what the next steps are and when you should find out whether you will be moving forward. Ask for a business card and send a thank you note.

Do not linger and talk for the sake of talking. Sense that the meeting is over, and get out of there! Call your recruiter as soon as you can to debrief.

WHERE GREAT SALES TEAMS BEGIN

The Allemano Group is an executive sales recruiting company that specializes in the recruitment and placement of Industrial and Business-to-Business sales professionals. Sales teams are the most critical component of every organization, and hiring great salespeople is challenging. We help companies save time and money by finding the right sales talent quickly.

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