

Account executive hiring process worksheet

Assign stage owners, evidence needed, candidate preparation, and a decision date before starting interviews.

<https://accountexecutivejobs.com/blog/hiring-salespeople/account-executive-hiring-process>

Role	Hiring manager
Target decision date	Candidate communication owner

Application review

Question to answer	Owner
Candidate preparation	Decision date
Status	

Initial conversation

Question to answer	Owner
Candidate preparation	Decision date
Status	

Manager interview

Question to answer

Owner

Candidate preparation

Decision date

Status

Work sample

Question to answer

Owner

Candidate preparation

Decision date

Status

References

Question to answer

Owner

Candidate preparation

Decision date

Status

Decision and offer

Question to answer

Owner

Candidate preparation

Decision date

Status