

# INTERVIEW QUESTIONS

## VICE PRESIDENT GENERAL COUNCEL

- 1. What is the role of a General Counsel within a Direct Sales organization?
- 2. Have you had experience with the DSSRC?
- 3. What has been your experience in dealing with both the FTC and FDA?
- 4. Have you been involved with the DSA? If so, in what capacity?
- 5. What is currently the biggest threat you see for direct selling organizations?
- 6. In your previous two positions, what departments reported into you?
- 7. Where were you positioned on the organizational chart in your last two companies?
- 8. What has been your experience in publicly ran companies?
- **9.** Have you had an opportunity to be involved in any mergers or acquisitions?
- 10. How have you approached working with outside counsel?

For additional questions go to: www.DirectSalesExperts.com



#### ABOUT DIRECT SALES EXPERTS INC.







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# TOP INTERVIEW QUESTIONS

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- 11. Have you ever set up a compliance department from scratch? Describe the process.
- 12. What have been the biggest compliance issues you have had to face in your previous companies?
- **13.** What has been your biggest accomplishment?
- 14. Have you had an opportunity to establish a written long-term strategic plan?
- **15.** How would your previous boss describe you?
- **16.** What are your biggest strengths?
- **17.** What weaknesses are you currently working on?
- **18.** Have you set up an Income Disclosure Statement and what was involved in that process?
- **19.** Have you ever set up a Human Resource Department?
- 20. Describe a change management process you were involved in and what was your role?

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- 21. What is your leadership and management styles?
- 22. Describe what the first 30, 60 and 90 days might look like when you come on board?
- 23. What have been your biggest Human Resources challenges from a legal perspective?
- **24.** How do you handle disagreements from other members of the management team?
- **25.** How do you handle multiple legal assignments?
- **26.** What has been your experience with depositions and preparing clients for questioning?
- **27.** Have you had experience in establishing Policies and Procedures for a direct selling company?
- **28.** How do you handle contract renewal administration?
- 29. How do you stay abreast of current laws and regulations that pertain to direct sales?
- **30.** Have you had to overrule your CEO? Describe.

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- 31. What has been the most complicated project that you have worked on?
- 32. What type of automation or new technology have you introduced recently?
- 33. How do you control expenses within the law department?
- **34.** What has been your experience with the different forms of bankruptcy?
- **35.** Have you been involved in any type of business valuations?
- **36.** Have you had experience in succession planning?
- 37. Have you had experience in preparing Management Discussion Notes?
- 38. Have you been responsible for writing Board Meeting Notes?
- **39.** What court experience have you had recently?
- **40.** Describe the process you might go through in presenting a direction to the management team that could be controversial?

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- **41.** What has been your experience with product labeling?
- 42. What international entity formations have you been involved in establishing?
- **43.** Have you delt with NFR?
- **44.** Do you have recent experience in establishing corporate governance?
- 45. In expanding internationally, at what point would you bring in outside country council?
- 46. What is the largest group of people that you have ever spoken to?
- **47.** How have you interacted with Customer Service to insure proper communications to the field?
- 48. Do you have experience in establishing and monitoring a Quality Management System?
- **49.** What KPI's do you use to determine the success of the legal department?
- **50.** What final thoughts or questions would you like to ask?

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