



PHONE INTERVIEW PRE-WORK SHEET

Individuals conducting the interview and their job titles

- 1.
- 2.
- 3.
- 4.
- 5.

Fast facts about the employer (do your research in advance)

- 1.
- 2.
- 3.
- 4.
- 5.

Qualifications for the job: Example of qualities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Tell us about yourself: Summary (your 60 Second Super Bowl Commercial)

My strengths and examples of times that I have used them

- 1.
- 2.
- 3.
- 4.
- 5.

My weaknesses and how I am working to overcome them

- 1.
- 2.

Common Questions and Your Answers

1. Why did you apply for this position?
2. What do you know about this company? (See Fast Facts section)
3. What is/are your greatest strengths/weaknesses?
4. We are talking to some great candidates, why should we hire you?
5. What motivates you to succeed?

Questions you want to ask them (always ask questions)

1. What are the specific duties required of this position?
2. Tell me about a typical day for the individual who fills this position
3. What do you like about working at _____?
4. What are your goals for the department/company?
5. _____
6. _____

Complete this sheet in advance of your phone interview. Also remember to send thank you notes after the interview to the individuals who were conducting it.

Additional tips for Phone Interviews:

- They can't see you so make sure that your voice is energetic and full of personality!
- It's ok to have your resume in front of you, but don't read from it.
- Clarify questions if you cannot adequately hear or understand them.

We at the Career Center wish you the best of luck!