

## □ Job Seeker's Phone Interview Prep Sheet

What do I know about the Company/Organization that got my resume?

What do I know about the position they have open?

Where (who) can I get more information about them/job?

My key achievements that relate to the position open (Situation I Was In / What I Did / Result I Got)

1.

2.

3.

Difficult Questions I may have to answer?

1.

2.

3.

My Response/Answer?

Questions to ask (what's important to me about the job, organization & their needs / problems)?

1.

2.

3.

4.

# HOW-TO PRACTICE

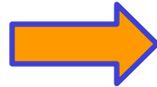
**WITH A PARTNER, BACK-TO-BACK CHAIRS OR WITH PHONES:**

- a) PROVIDE RESUME & JOB TYPE INFORMATION APPLIED FOR.**
- b) HAVE PARTNER CALL YOU AS A RECRUITER WITH YOU AS THE CANDIDATE.**
- c) EACH PREPARE QUESTIONS TO ASK: caller 4- 8 key questions, candidate 4-8 key questions.**
- d) AFTER THE CALL: caller give candidate feedback as to how well handled + provide suggestions for improvement.**

# KNOW YOUR RELEVANT WORK ACHIEVEMENTS

Be able to describe your job-relatable  
work/professional achievements  
in specific terms including:

The **Job Situation** You  
were faced with, like -  
*"Getting the new account  
at City Hospital"*



The **Action(s)** You took in that  
situation – what You did -  
*"I sold to all 3 levels at City  
Hospital, the CEO, CFO  
and Chief Dr."*



The **Results** You got in that situation  
(specific, actual end results).  
*"That first year I achieved two million in sales"*

# DIFFICULT QUESTIONS TO DEAL WITH

## POTENTIAL QUESTION

## MY RESPONSE

*ABOUT MY WORK EXPERIENCES VS  
THE JOB'S REQUIREMENTS?*

*ABOUT MY EDUCATION/TRAINING VS  
THE JOB'S REQUIREMENTS?*

*ABOUT MY WORK ACHIEVEMENTS  
RELATED TO THE JOB'S NEEDS?*

*ABOUT My JOB LIKES / DISLIKES:*

*FIT ISSUES WITH THE NEW SITUATION - ABOUT  
WORKING WITH A CERTAIN GROUP OR  
TYPE OF MANAGER:*

*About Certain Job Conditions like: Overnight  
Travel, Overtime Work, A Special Certification,  
Weekend Work, etc.*