

Phone Interview Cheat Sheet Template

Company Info

Company Name

Office Locations

Products

Company's Mission/Vision

Relevant News

Why do you want to work here?

Tell me about yourself

Tell me about a time you failed. How did you deal with the situation?

Tell me about your previous jobs

Give me an example of a time you faced a conflict while working on a team. How did you handle that?

Ask these questions

What are the primary responsibilities of the position?

Questions about position

How does the company measure performance? Is there a system for feedback?

What would I be expected to accomplish in my first month/year on the job?

What is the key to succeeding in this role?

What is the company culture like?

Questions about company

What do you enjoy most about working for this company?

How does the company measure performance? Is there a system for feedback?

Is there a career path that someone in this position would be expected to follow?