

## 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?

### Prepare for these questions ([click here for more questions](#))

Tell me about yourself

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

Tell me about a challenge you faced in the past. How did you overcome it?

Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.

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?

Tell me about your proudest professional accomplishment

What did you like/dislike about your previous jobs?

### 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?