

# Phone Interview Cheat Sheet

## QUESTIONS TO ASK THE CONSUMER ABOUT THE JOB:

- How many hours per week are you hiring for? \_\_\_\_\_
- What are the days and times that you need someone to work?  
\_\_\_\_\_  
\_\_\_\_\_
- What city do you live in? \_\_\_\_\_
- What are the job duties you expect to have performed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## QUESTIONS TO ASK YOURSELF:

- Am I interested in this job? \_\_\_\_\_
- Can I be available the days and times the consumer wants? \_\_\_\_\_
- Do I have a way to get to their home? \_\_\_\_\_
- Am I willing to perform the job duties they need? \_\_\_\_\_
- Do I think that I can get along with this consumer? \_\_\_\_\_

## QUESTIONS TO ASK THE CONSUMER IF THEY DECIDE TO INTERVIEW YOU:

- What is your name? \_\_\_\_\_
- What is your telephone number? \_\_\_\_\_
- When would you like to interview me? Date: \_\_\_\_\_ Time: \_\_\_\_\_
- May I have directions to your home? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is there an apartment number? \_\_\_\_\_
- What is the cross street? \_\_\_\_\_
- Registry Site/Who referred my name to you? \_\_\_\_\_