



# Set Up Interviews By Phone Worksheet

Name: \_\_\_\_\_

*You may occasionally need to set up interviews by phone. This is especially the case when you are looking for jobs in a distant location or are applying to companies that haven't posted a job ad. First, obtain basic information about the company/organization (relevant job potential, address, phone number, etc.) from their website and note them on the second page of this worksheet. You can then call to set up an interview, using the sample phone script below as a guideline.*

## **Sample Phone Script**

You dial the company/organization's phone number. When someone answers, you say:

**"Hello, my name is \_\_. Could you please provide me with the name of the person in charge of hiring?"**

Generally, the person answering the phone can give you the name, and you then ask:

**"Will you please spell (or verify the spelling of) that name for me?"** (Write it down!)

Then continue by asking:

**"May I please speak to (repeat the name of the person who does the hiring)?"**

If the person who does the hiring is unavailable, you now have their name, and can ask to speak to them the next time you call. When you are connected through to the hiring person, you can use one of the following approaches:

### *Approach #1*

**"I have several years of experience as (title relevant to job you're seeking). I am very interested in using my skills in a position with your company/organization. Would you be able to spend approximately 15 minutes with me next week to discuss my qualifications and the contribution I could make to your company/organization?"**

### *Approach #2*

**"I have just completed (name of related course or program of study). I am confident that my (name relevant sample skills such as marketing, welding, etc.) skills could benefit your company/organization. I would be interested in any entry level positions that you might have available. Would you be able to spend approximately 15 minutes with me next week to discuss my qualifications and the contribution I could make to your company/organization?"**

If you receive a positive response, make the appointment, note the person's e-mail, and verify the location address of the interview. Take notes on the second page of this worksheet.

If you receive a negative response, say:

**"May I complete an application in anticipation of future job openings?"**

If yes, set up a time to go in person to complete the application. If no, say:

**"Are you aware of any other organizations that may have openings?"**

End the conversation with:

**"Thank you so much for your time."**

And if you have an interview set up:

**"I look forward to our meeting on (restate the date and time of interview to verify)."**

If you don't have an interview, say:

**"Would it be all right to check back with you in a couple of weeks, in case an opening occurs?"**



# Set Up Interviews By Phone Worksheet

Use this worksheet to record information about potential employers and to track your job search activities.

Company/Organization	Job
Website:	Position Available:
Address:	
Phone:	Application Complete <input type="checkbox"/>
E-mail:	Resume Sent <input type="checkbox"/>
Contact person/Interviewer:	Interview Date & Time:
Results/Referral:	Thank-You Note Sent <input type="checkbox"/>
	Date of Call Back:

Company/Organization	Job
Website:	Position Available:
Address:	
Phone:	Application Complete <input type="checkbox"/>
E-mail:	Resume Sent <input type="checkbox"/>
Results/Referral:	Interview Date & Time:
	Thank-You Note Sent <input type="checkbox"/>
	Date of Call Back:

Company/Organization	Job
Website:	Position Available:
Address:	
Phone:	Application Complete <input type="checkbox"/>
E-mail:	Resume Sent <input type="checkbox"/>
Results/Referral:	Interview Date & Time:
	Thank-You Note Sent <input type="checkbox"/>
	Date of Call Back:

Company/Organization	Job
Website:	Position Available:
Address:	
Phone:	Application Complete <input type="checkbox"/>
E-mail:	Resume Sent <input type="checkbox"/>
Results/Referral:	Interview Date & Time:
	Thank-You Note Sent <input type="checkbox"/>
	Date of Call Back:

Company/Organization	Job
Website:	Position Available:
Address:	
Phone:	Application Complete <input type="checkbox"/>
E-mail:	Resume Sent <input type="checkbox"/>
Results/Referral:	Interview Date & Time:
	Thank-You Note Sent <input type="checkbox"/>
	Date of Call Back: