

Job Interview Precall Planner

This is an example of a precall planner you may use to prepare for every interview and every interviewer. You may adapt or modify this form if it is not suited to your situation; however, you must use some formal planning device. Expect, at times, to be interviewed by two or three people at the same time. You must precall for each interviewer. Don't be discouraged if you can't always complete the planner. The more you learn about the interviewers at your target customer, and the more experience you get in precall planning, the easier and more effective your planning will be. Every interviewer. Every interview. No exceptions.

Precall Planner Worksheet

1. **Organization name** _____
Phonetic pronunciation* _____
2. **Interview Schedule**
 - A. **Interview with** _____
Location _____ **Time** ____
 - B. **Interview with** _____
Location _____ **Time** ____
 - C. **Interview with** _____
Location _____ **Time** ____
3. **Snapshot summary of organization**
Industry _____
Products _____

Customers _____
Competitors _____
Reputation and image _____
News tidbits _____

4. Why this company should hire you (what dollarizable value you will bring, what problem you will solve).

The Interview

1. Interviewer's name _____
Phonetic pronunciation* _____
Title and responsibilities _____
Role and influence in the hiring decision** _____

Interviewer profile: background, reporting relationship, likes, dislikes _____

2. Interview (sales call) objective _____

3. Needs analysis question to ask (note: these questions can be organized on separate pages, as you will have numerous questions).

- _____
- _____
- _____
- _____
- _____

4. Possible interviewer concerns

- _____

- _____
- _____
- _____
- _____

5. Preplanned, practiced answers to concerns

- _____
- _____
- _____
- _____

6. Getting a commitment to your interview objective. Write exactly how you intend to ask the hirer (customer) for the commitment you desire.

7. Follow up

Action _____

Due date _____