



ORGANIZATION RESEARCH

For best results, complete 6-8 Organization Research worksheets and plan to interview with 3-4 of the selected organizations (more if time allows) at the Workforce Connections event. To prepare for a job interview, it is necessary to do research on the company or organization with which you will be interviewing. Potential employers are impressed when a job applicant demonstrates knowledge about their organization and industry, it shows your level of interest and commitment to dedicated work. Complete the prepared questions and create 2 additional questions for each organization (#7, #8). Use additional sheets to answer if needed.

Organization Name: _____

1. What does the organization do?
2. Is this a small (up to 15 employees), medium (16-100 employees), or large (more than 100 employees) organization?
3. What occupations are represented in the organization?
4. What are the job duties of at least one position in this organization?
5. Where are the main offices of this organization located? In the case of a large organization, where is the local branch located?

6. Does the organization have a mission statement? What is it? What does it mean to you?

7. _____
_____?

8. _____
_____?