



Job Research Sheet

Before you go on a job interview, it is a good idea to do research on the company or organization with which you will be interviewing. Potential employers are impressed when a job applicant demonstrates some knowledge about their organization or industry. It shows that you are really interested. Researching an organization ahead of time allows you to be more prepared for your interview, thus increasing the chances that you will get the job. Below are some information gathering questions you should answer with regard to at least four (4) different organizations before you attend Workforce 2020. You may think of additional questions of your own.

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