

Know the Company or Organization

Name of Company_____

1. What does the firm/organization do?_____

2. What are its products/services or who are its clients?_____

3. Where is it located (global, headquarters, other offices)?

4. How long has the company been in business?_____

5. How many people does the firm employ?_____

6. Who are its competitors?_____

7. Who is in charge of the company?_____

8. Who is in charge of the department you want to work in?_____

9. What kind of job positions does the company have?_____

10. What position do you want in the company?_____

11. What is the salary range for this position?_____

12. What has been the company's growth?_____

13. What are the company's prospects for the future?
