

INTERVIEW PREPARATION WORKSHEET – COMPANY RESEARCH

1. Company Name(s)
2. Products and / or Services
3. Sales by Product and or service
4. The industries they are in
5. Their ranking in their industry
6. Who are their major competitors?
7. Profitability
8. Geographic locations
9. Company history
10. Company reputation
11. Degree of government regulation
12. Issues and problems
13. Culture
14. Values
15. Competencies
16. Why hiring for this position?
17. Is this position mission critical?
18. Hiring Manager's management style