

# Company Research Worksheet

1. Who is the hiring manager?
2. What is the essential purpose of the business?
3. What are the company's strategic plans or goals?
4. What is the history of the company? When was it founded?
5. What job openings are available?
6. What are the duties for each job?
7. What shifts would I be expected to work?
8. What is the pay scale for the job?
9. What are current projects are they working on?
10. Are there advancement opportunities?
11. Is the company involved in the community?
12. Is the business more formal or casual?
13. Is there a flexible work schedule?
14. Are there educational opportunities?

Any questions you are unable to find an answer to during your research should be asked during your interview.