PRE-INTERVIEW RESEARCH CHECKLIST

Researching a company or organization is essential to an effective interview. Employers appreciate candidates who can demonstrate an understanding and enthusiasm for the company. Use this checklist to help you conduct thorough research prior to your next interview.

Name of company/organization: _____________________________________________________________

Position applied for: ____________________________________________________________________

General Information

Company/organization history: _____________________________________________________________________

Mission: _________________________________________________________________________________

Leaders: ________________________________________________________________________________

Organizational structure: _____________________________________________________________________

Principal products/services: ___________________________________________________________________

Primary locations: __________________________________________________________________________

Industry Information

Industry background/general information: _____________________________________________________________________

Competitors or similar organizations: _____________________________________________________________________

Industry trends: _____________________________________________________________________________

Current Events

Recent news articles about organization: _____________________________________________________________________

Recent accomplishments: ____________________________________________________________________________

Knowing this information about a company will prepare you to answer questions such as “Why are you interested in working for our organization?” or “What do you know about our company?” In addition, your research will likely uncover items that you want to learn more about and will help develop your list of questions to ask an employer.