

RICHLAND COLLEGE

CAREER SERVICES

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COMPANY INFORMATION YOUR SHOULD RESEARCH

The following is a list of questions that you should research when choosing a company and before the job interview. Your knowledge of the company impresses employers. If you are unable to find answers to all these questions by conducting company research you may want to ask some of them during the interview.

- What are the company products or services?
- What gives the company its reputation or personality?
- What are the strengths of the company?
- What are problems and/or challenges the company face?
- Company affiliations? Where is the head office located?
How is the company sub-divide?
- How is the organization structured?
- Names of key personnel? Who is the President? Who is the Production Manager?
- What is the Size of the company? How many Employees?
- What is the Annual Revenue? Profits? Growth?
- Areas of growth in the company?
- Latest events, activities in the company? Industry?
- How does the company rate in the industry? Is it a leader or a follower in the field?
- Who are the company's major competitors?
- Does the company have special processes or technological innovations? What gives them the advantage?
- What is the company's philosophy? Progressive? Conservative?
- What is the company's management style?
- What sort of people do they attract as employees?
- What is the company's dress code? Is it acceptable to you?
- Who has the power to hire you? Approach that person ONLY!
- What are the opportunities for promotion? Seniority? Performance?
- Company benefits? Holidays?
- Is there a training program?
- Probation period?
- Salary range? Earning potential at various stages of your employment?
- Union participation? Compulsory?