Researching a Company

Directions:
Use the format below to record information about a company or business in which you are interested.

Make as many copies of this form as you need.

1. Company Name: ___________________________________________________________

2. What does the company/organization do?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

3. How did the business get started and when?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

4. How many employees does the company employ? How any locations does it have?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

5. What are its products or services?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
6. What are the entry-level positions for my chosen career field? What are the mid-level and senior positions?

___________________________________________________________________________

___________________________________________________________________________

7. What is the starting salary for these full-time, entry-level positions?

___________________________________________________________________________

8. What are the chances for advancement within the department or within the company?

___________________________________________________________________________

___________________________________________________________________________

9. What benefits does the company offer?

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

10. What’s the name of (or who is) the owner, manager and/or personnel representatives?

___________________________________________________________________________

___________________________________________________________________________

11. Any other information you would like to know about the company?

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___________________________________________________________________________