**The Company & Role Worksheet**

# **Instructions**

1. Read through the Searching for Job & Company Information and the Preparing for Behavioral Interviews resources provided for this task.
2. Look on company career pages, [LinkedIn](https://www.linkedin.com/), [Glassdoor](https://www.glassdoor.com/), or [Fishbowl](https://www.fishbowlapp.com/) to find ONE role to focus on for your research.
3. Complete the initial information and following worksheet on the company and on the role by doing additional research.
4. Research individuals at that company or who hold similar roles and draft questions you could ask them in an informational interview. For example, if you are looking to apply to a software engineering position, research individuals holding those positions and draft questions to prepare for those conversations.

# **Step One - Identify the Company and the Role**

**Company Name:**

**Company Website:**

**Link to Job Posting**:

# **Step Two - Complete the Worksheet about the Company**

Use the “Company Information to Find” column as your leading questions. Fill out the “Research You Found” column with your answers, notes, and findings. Then, in the “Personal Reaction” column, take a moment to ask yourself the questions listed and jot down your responses in the same box.

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| --- | --- | --- |
| **Company Information to Find** | **Research You Found**  *(Write a response to the question in “Company Information to Find”)* | **Personal Reaction**  *(Write a response to the listed question)* |
| **What is the company’s product or service?** |  | **What do you find interesting or inspiring about this?** |
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| **How big is the company and how is the company structured?**  *Is it a corporation? Is it a non-profit? Is it hierarchical? Etc.* |  | **Describe your ideal company size and the structure of your ideal team and company?** |
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| **What are the mission and values of the company?** |  | **What excites you about the mission? Which company values feel most aligned with your own?** |
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| **Based on the company’s website and social media, list your perception of the company’s top three priorities.** |  | **How do these priorities align with your own priorities?** |
| **Looking at company review sites (like Glassdoor), list three things that excite you and three possible causes for concern.** | Excited about:       Causes for concern: | **From what you found, draft questions to address that you could ask in an interview about the causes for concern.** |

# **Step Three - Complete the Worksheet about the Role**

Use the “Information about the Role” column as your leading questions. Fill out the “Research You Found” column with your answers, notes, and findings. Then, in the “Personal Reaction” column, take a moment to ask yourself the questions listed and jot down your responses in the same box.

|  |  |  |
| --- | --- | --- |
| **Information about the Role** | **Research You Found**  *(Write a response to the question in “Information about the Role”)* | **Personal Reaction**  *(Write response to the listed question)* |
| **What are the required skills or experience for this role?** |  | **Which skills and experience match your own?** |
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| **Which skills or experiences do you think you may be missing?** *Remember you do not need to meet all the requirements to be a competitive candidate and apply!* |
| **How might you address any gaps in your skills or experiences you listed above?** *Think about ways you can gain these skills or apply other ones.* |
| **What are the preferred skills or experience for this role?** |  | **Which preferred skills or experience do you have?** |
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| **What are the 3-5 key responsibilities for this role?** |  | **How do the key responsibilities align with the work you want to be doing?** |
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| **Where do they differ from what you would like to do?** |
| **Based on your company and role research, what questions would you want to ask in an interview?** | **Questions about the Company:** | *Note: When developing questions, keep in mind try to keep questions positive and solution oriented. Instead of asking are our employees happy, you could reframe to say, how does the company address employee engagement and career advancement?* |
| **Questions about the Role:** |

# **Step Four - Informational Interview Prep**

**Informational interviews** are conversations that allow two people to get to know each other on a professional level. When you are conducting informational interviews, you can ask questions you have about the person’s company, their position, and how they think one can stand out as a candidate. Visit the Sample Messages resource for some example outreach emails. Use the table below to organize your research and prepare questions.

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| --- | --- | --- |
| **Individual Information of Person You Would Like to Interview** | **Contact Information**  *(LinkedIn, email, other contact info)* | **Questions** |
| **Name:**  **Company:**  **Title:** |  |  |
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| **Name:**  **Company:**  **Title:** |  |  |
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| **Name:**  **Company:**  **Title:** |  |  |
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Note: You do not need to schedule or conduct any interviews to complete this task.