

# Interview Prep/Research Checklist

The following checklist should be used while you go online and research the company and the person(s) who will be interviewing you. Print this page for ease and check off as you go. Be sure to take notes!

It is very important to research before going on an interview. It impresses the interviewer and shows that you are truly interested in working with the company.

<u>Employer</u>	<u>Notes</u>
<b>Websites to Visit</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Company website</li><li><input type="checkbox"/> Glassdoor</li><li><input type="checkbox"/> LinkedIn</li><li><input type="checkbox"/> Facebook page</li><li><input type="checkbox"/> Crunchbase</li><li><input type="checkbox"/> Indeed</li><li><input type="checkbox"/> Vault</li><li><input type="checkbox"/> Monster.com</li><li><input type="checkbox"/> CareerLeak</li><li><input type="checkbox"/> Hallway</li><li><input type="checkbox"/> Google News</li></ul>	
<b>Employer Fact Checklist Basic Facts</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Name, address, telephone</li><li><input type="checkbox"/> Complete product line or service</li><li><input type="checkbox"/> Number of plants, stores, outlets, employees</li><li><input type="checkbox"/> Geographical locations</li><li><input type="checkbox"/> Location of corporate headquarters</li><li><input type="checkbox"/> Parent or subsidiary company information</li></ul>	

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<b>Employer History/Image</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Industrial Outlook</li> <li><input type="checkbox"/> Organization's national and local reputation, awards, other recognition, etc.</li> <li><input type="checkbox"/> Associations they are actively involved with</li> <li><input type="checkbox"/> Major competitors (How can you help the employer gain a competitive edge?)</li> </ul>	
<b>Financial Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stock prices if relevant</li> <li><input type="checkbox"/> Size of firm and industry</li> <li><input type="checkbox"/> Potential growth</li> <li><input type="checkbox"/> Annual sales growth for past five years</li> </ul>	
<b>Philosophy/Goals</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mission statement - should reflect current strategies and long-term goals</li> <li><input type="checkbox"/> Biographical information on CEO, etc. - salary, age, education</li> <li><input type="checkbox"/> Political, research or social interests/financial support</li> </ul>	
<b>Professional/Work Environment Concerns</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organizational structure</li> <li><input type="checkbox"/> Position descriptions</li> <li><input type="checkbox"/> Types of training programs</li> <li><input type="checkbox"/> Salary and benefits</li> <li><input type="checkbox"/> Typical career paths</li> <li><input type="checkbox"/> Employer's review or evaluation process</li> <li><input type="checkbox"/> Background of entry level positions and managers</li> <li><input type="checkbox"/> Employee morale</li> </ul>	

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<u>Interviewer(s)</u>	<u>Notes</u>
<b>Websites to Visit</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Company website</li> <li><input type="checkbox"/> LinkedIn</li> <li><input type="checkbox"/> Google/Bing/Yahoo Search</li> <li><input type="checkbox"/> Google News</li> <li><input type="checkbox"/> Social media sites (e.g. FaceBook, YouTube, Instagram, Tumblr)</li> </ul>	
<b>Basic Facts</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name</li> <li><input type="checkbox"/> College(s) attended, disciplines studied</li> <li><input type="checkbox"/> Length of time in current job, industry</li> <li><input type="checkbox"/> Career progressions- other jobs held</li> </ul>	
<b>Employer History/Image</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Previous interview questions asked (Glassdoor)</li> </ul>	
<b>Philosophy/Goals</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summary (LinkedIn)</li> </ul>	
<b>Professional/Work Environment</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Awards nominated for or received</li> <li><input type="checkbox"/> Professional written contributions such as articles and blog post</li> </ul>	