

# COMPANY RESEARCH CHECKLIST

Research about the company to answer the following questions:

QUESTIONS	CHECK
1. What is the job description/ role in the company?	
2. What are the key skills or attributes they are looking for in the candidate?	
3. What are the products, services, clients and competitors of the company?	
4. What is the vision and mission of the company?	
5. How was the company started?	
6. Who is the CEO and executive committee members of the company?	
7. What is the size and structure of the company?	
8. What is the geographical presence of the company?	
9. What are the key projects taken up by the company?	
10. What are the goals of the company for the next 2-5 years?	
11. Has the company been in news lately? Find out for which reasons.	
12. What is the social media activity of the company?	
13. Understand the activities in the industry the company belongs to.	
14. Anyone alumni working for that company?	
15. What is the work culture in the company?	
16. Any other findings?	