

Name: _____

How to Research a Job

What is job research?

Job research is taking the time to find out about the company and the job.

Why research before the interview?

Researching the company before the interview allows you a chance to get to know information about the company. The information will help prepare you to do a better interview. Your interviewer will know you did your homework. It shows you are really interested in the company and the job.

How do you research?

- Find information about the company
- Prepare questions to ask

Where do you find the information about a specific job or company?

- Google the company's information
- Call the company to get the information
- Talk to another employee from this type of company
- Go into the company and obtain a business card

Research a company you want to work for

Answer the following Questions:

Information you need to find:

- Company name: _____
- Address: _____
- Phone number: _____
- Fax number: _____
- Hiring manager's name: _____
- Hiring manager's email: _____

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What questions should you research before an interview?

1. What does this business do?

2. What are the locations of each branch?

3. What product does the business make?

4. What services does this business offer?

5. What are the brand names of the product?

6. Who is the competition?
