

Interview Research

Directions:

Working in a group of three or four, find a job opening which interests you. It should be a job for which you qualify. Imagine you have been invited to interview for the position and must prepare before the interview. Find information for each of the categories listed below and on the next page. List the source of the information as well.

1. Learn about the organization:
What products and/or services do they provide?

What types of people are their clients/customers?

What does their reputation reveal about them?

What is the organization's culture?

What are the organization's goals?

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2. Learn about the position:

What skills and qualifications are needed?

How large is the workforce? Who will your supervisors and/or co-workers be?

What is the working environment like?

What makes you a good fit for the position?