



Career Center: Decide it. Experience it. Live it.

Research employers to obtain answers to each of the following questions:

1. Name of company/organization:
2. Age of company/organization:
3. Products or services of company/organization:
4. Growth history of company/organization:
5. Anticipated growth of company/organization:
6. Current challenges faced by company/organization:
7. Location of plants, offices, and stores of company/organization:
8. Parent company of company/organization:
9. Subsidiaries of company/organization:
10. Major activity of company/organization:
11. Description of position for which I am applying:
12. Major duties of position:
13. Geographical location of position:
14. Minimum requirements for the position:
15. Deadline for application:
16. Starting date of position:
17. Salary range:
18. My related experience:
19. My related training:
20. My indirectly related experience:
21. My indirectly related training:
22. My community or school activities as they relate to the position: