

COMPANY NAME: _____

DATE: _____

CONTACT: _____

QUESTIONS TO ASK OF EMPLOYERS

<p>In your opinion, what are some unique qualities your company possesses (what seems to distinguish your company from its competitors, mission, what do you value)?</p>	
<p>Trends in the field? Where will the growth be- what will change? Skills today vs. skills needed tomorrow?</p>	
<p>Can you give me a general idea of the range of jobs that exist here (or within the organization)?</p>	
<p>What about secondary job duties for staff? (i.e., those little things that need to get done, but people don't always have the time to do)</p>	
<p>How do you recruit employees? What attributes/basic skills are needed to be successful in this company/field?</p>	
<p>What is the typical hiring process?</p>	
<p>Do you have any recurring human resource challenges?</p>	
<p>Do you any additional unmet needs or log jams in the organization?</p>	

GENERAL OBSERVATIONS

(THESE ARE NOT QUESTIONS TO ASK – BUT OBSERVATIONS TO MAKE)

What is the company site “culture” and how would you describe the environment (the feel of the place)?

[Observe carefully:] Are there miscellaneous tasks that could be possibly compiled into a new position?

If this company has other site operations within the area, would they be willing to help set up a site visit there?
(Warehouse, distributing center, etc.)