## Company Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Website:</td>
<td>Contact Person and Title:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Travel Instructions:</td>
<td></td>
</tr>
</tbody>
</table>

## Company Research

- What is the company’s mission/values/goals?
- What is the company’s public image?
- When was the company founded?
- Has the company undergone any expansions or mergers? Are any expansions or mergers anticipated? If so, how?
- What is the size of the company and how is it organized?
- What are its products and/or services?
- Where are its plants, offices and/or stores located?
- Has the company shown substantial and consistent growth? If so, when and to what extent?
- Who are its major competitors?
- How does the company rank in the industry?
- Does the company have extensive employee turnover? What do employees like/dislike about working there?
- To whom does the company sell or provide services?
- What is the company’s financial situation?
<table>
<thead>
<tr>
<th>Main requirements of the position</th>
<th>My qualifications/experience</th>
</tr>
</thead>
</table>
| **Position-specific knowledge and credentials:**  
(education, experience in industry, etc.) |
| **Transferable skills:**  
(computer, organization, communication, project management, etc.) |
| **Personal characteristics:**  
(creative, organized, self-directed, precise, etc.) |
| **Adaptive skills:**  
(What you will need to learn and how you will learn it?) |

**Activity Log**

Date, time and length of interview:

Questions to ask in the interview:

Reactions to the interview:

Date thank you letter/email sent:

Date of offer or rejection notification received: