Informational Interview Site Visit Form

Company Name: Date:

Contact:

| **Possible Questions for Employers** |  |
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| What distinguishes your company from its’ competitors? What is your company mission? Other company values? |  |
| Trends in the field? How do you anticipate your business changing over the next 5 years? Where will the growth be? Skills needed today vs. tomorrow? |  |
| How is this company organized/key roles? What is the range of jobs that exist within your organization? The industry in general? |  |
| What are the support roles within your company? What do these job tasks look like? |  |
| How do you recruit employees? |  |
| What do you look for when hiring entry level staff? Hard and soft skills. |  |
| What are the biggest challenges facing your company (or the industry in general)? Technological advances? Seasonal fluctuations? Staffing issues? Competition? |  |
| When people think of (this industry), what are the biggest misconceptions? |  |

Ask for a Quick Tour: General Observations

These are not questions to ask- but observations to make

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

✯ What are the set-up and button-up tasks that are “unassigned”, not getting the attention needed?

✯ What are some of the things people complain about? Anything you see that will impact the product? The customer’s experience? Or the business’s bottom line?