

## Tool

# Informational Interview Site Visit Form

---

Name of Company/Employer: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Company Contact Person: \_\_\_\_\_

### Question Categories (Use Employer Questions Tools)

|   |  |
|---|--|
| Overview                                |  |
| Workforce                               |  |
| Jobs that could match your caseload     |  |
| Recruitment                             |  |
| Hiring process                          |  |
| Workforce related issues (productivity) |  |
| Wrap up                                 |  |
| Presentation / proposal appointment     |  |

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