

Informational Interview Site Visit Form

Company Name: _____ **Date:** _____

Contact: _____

Possible Questions for Employers	
What distinguish your company from its competitors? What is your company mission? What does your company value?	
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?