

## COMPANY CHECKLIST

**IMPORTANT:** This worksheet is for your first orientation. Many more detailed worksheets as well as information and instructions to support you in your career or school choice can be found e.g. in the textbook “**So geht's weiter**” by Egloff/Jungo/Mathis, published by Schäffer-Poeschl, or in other textbooks for career orientation.

**Note:** The amount of information you can obtain about the company will, of course, depend to a great extent on its size and P.R. activities. With small and medium-sized companies, in particular, you will not find answers to many of the questions in advance.

### What I should try to find out about the company before the job interview:

Important questions	I know	I don't know
<ul style="list-style-type: none"> <li>▪ What is known about the company's history?</li> </ul>		
<ul style="list-style-type: none"> <li>→ When was the company founded?</li> </ul>		
<ul style="list-style-type: none"> <li>→ Who founded the company?</li> </ul>		
<ul style="list-style-type: none"> <li>→ What did the company start out with?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ What products does the company produce, what services does it provide?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ What are the company's key performance indicators (profit, turnover)?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Who is the owner of the company? What type of legal entity is the company (e.g. joint stock company, limited liability company)?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ What are the company's plans for the future? What are its plans and efforts concerning growth?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ What are the company's sites?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ What is its market position? Who are its competitors?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ How many employees does the company have?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ What about staff fluctuation (changes to staff levels)?</li> </ul>		
<ul style="list-style-type: none"> <li>▪ How is the company organised? Who are the key persons in its organisational structure?</li> </ul>		
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