Company Research Worksheet

Organization

Home Office Location

CEO Name

Other Locations

Mission Statement

Competitors/ Similar Organizations

Organizational Structure/Culture

Products/Services

Number of Employees

Annual Earnings

What do you know about this organization? Other research notes (news, press releases, Google Alerts, LinkedIn):

Is the organization active on social media? What platforms are they on? Consider following them.

Salary Resources

You should NEVER be the first to bring up the topics of salary, benefits or bonus. When the employer initiates the topic, be prepared to discuss salary requirements and expectations by researching and gathering accurate salary information using:

Bureau of Labor Statistics

-Overview of Wage Data by Area and Occupation.

www.bls.gov/bls/blswage.htm

Web Resources

1. https://www.wageproject.org/
2. https://www.linkedin.com/salary?trk=jobshome_linkedin_salary
3. https://www.salary.com/
4. https://www.glassdoor.com/

Handshake

-Contact Career & Professional Development for a code to create a FREE account!

umobile.joinhandshake.com

Set up a Google Alert

1. Open Google search engine (www.google.com)

2. Type in the company you are researching

3. When search results list appears, click on News at the top.

4. Scroll to the bottom of the list, click on Create.

5. On the Alerts page, enter details regarding your preferences for frequency of alerts