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## ***Employer Information: Info You Should Know Prior to An Interview***

Knowing about the company with whom you are interviewing is critically important. It isn't necessary that you know all of the following items for your interviews, but you should determine what is relevant for the position for which you are interviewing. Consider these topics (and others you may think of) and conduct as much research on these subjects as possible before your interviews. If you can't find out what you need to know ahead of time, use those gaps in your research to formulate questions you will ask the employer during your interview. Don't ask questions that have answers you already know.

1. Size of the company, number of employees, divisions and subsidiaries
2. Location of home office
3. Private or publicly owned
4. How long in business
5. Computer systems and languages used
6. Reputation of the company
7. Who is the competition
8. Geographical locations of plants, stores, and sales outlets
9. Recent items in the news
10. Potential growth for the industry
11. Percent of annual sales growth the last five years
12. Short-term profit picture
13. Present price of stock
14. Percent of annual growth in earnings per share
15. Array of product line or services
16. Potential new markets, products, or services
17. Various price points in the product or service line
18. Organization structure by product line, functional, etc.
19. Relocation policies
20. People you know in the firm
21. Formal versus on-the-job training
22. Typical career path in your field
23. Name of recruiters

Much of the above can be found, in: Moody's Corporate Manuals, Standard and Poor's Register, Predicasts F & S Index, Dun and Bradstreet: Million Dollar Directory and other specialized employer or industry directories on the second floor of Founders Library, and on various financial or corporate web sites.

To access all Career Services' handouts, visit: [www.niu.edu/careerservices/handouts.html](http://www.niu.edu/careerservices/handouts.html)

#220 07-06