

Partners in Policymaking Employment Course: Module 3: Marketing Yourself >> When and How to Disclose a Disability

WORKSHEET #10: GET THE FACTS FIRST

My Name: _____

Today's Date: _____

Name of the company: _____

Company's web site: <http://www.> _____

Know the Company

1. Go to the company's web site to learn about what it does.
2. What are its products or services?
3. Who are the company's customers?
4. How big is the company? Number of employees? Number of locations?
5. What do you think it's like to work at this company? What is its culture like?
6. What are its values?

Tip: Ask for an annual report or company brochures that explain what the company does and who its customers are.

Know the Job

7. What would you be doing day to day?
8. What tasks would you be responsible for?
9. Who would you be working with?
10. How do you think you would do the job?
11. What is the work environment like?

Tip: Ask the company to send you a copy of the job description in advance. This way you can think about how you'd do the job before you get to the interview.