

## Interview Checklist

### Companies

#### Organization Knowledge

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Annual Report, especially the letter to Shareholders | <input type="checkbox"/> Company leaders (CEO, etc.)         | <input type="checkbox"/> Primary locations            |
| <input type="checkbox"/> History  | <input type="checkbox"/> Organizational structure            | <input type="checkbox"/> Stock price/trends; PE ratio |
| <input type="checkbox"/> Mission statement                                    | <input type="checkbox"/> Principle products/line of Business | <input type="checkbox"/> Annual revenue               |
|   |  | <input type="checkbox"/> Capitalization               |

#### Industry Knowledge

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Industry background/general information | <input type="checkbox"/> Relative size in industry/market share | <input type="checkbox"/> Industry-specific terminology |
| <input type="checkbox"/> Competitors                             | <input type="checkbox"/> Industry trends and facts              |  |

#### Current Events

- |  |   |
|--|---|
| <input type="checkbox"/> New product/lines of Business | <input type="checkbox"/> Recent news articles about company and/or industry |
|--|---|

### Nonprofit Organization

#### Organization Knowledge

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mission and services   | <input type="checkbox"/> Income and assets; sources of funding and percentage of each to overall funds | <input type="checkbox"/> Board of Directors  |
| <input type="checkbox"/> Population(s) served   | <input type="checkbox"/> Local, regional, national, and world aspects of the organization              | <input type="checkbox"/> Partnerships with community, other agencies and organizations, corporations |
| <input type="checkbox"/> How the organization refers to its constituents —clients, guests, patrons, members             | <input type="checkbox"/> Size of local and/or national organization                                    | <input type="checkbox"/> Initiatives, achievements, and impact measures from the Annual Report       |
| <input type="checkbox"/> Executive Director, CEO or President of local, regional, national, and/or international levels | <input type="checkbox"/> Volunteer structure and size  |  |

#### Sector Knowledge

- |  |   |
|--|---|
| <input type="checkbox"/> Current size, numbers served, number of employees within the nonprofit sector | <input type="checkbox"/> Sector trends and current economic state |
|--|---|

#### Current Events

- |  |   |
|--|---|
| <input type="checkbox"/> Recent news articles about the organization | <input type="checkbox"/> Recent articles about the topic or population of concern to the organization |
|--|---|

## Government Agency

### Organization Knowledge

- ☐ Public service mission
- ☐ Top position titles and names in agency
- ☐ Level of government at which the agency functions (city, state, federal)
- ☐ Branch of government
- ☐ Recruiting terminology
- ☐ Size and jurisdiction of office and its parent agency
- ☐ Political appointments, elected, and hired positions within the agency
- ☐ Partnerships with nonprofit organizations
- ☐ Contracts and business relationships with for-profit organizations
- ☐ Relationship of government agency to other government departments or agencies; differences between focus of public services and connection between them

### Sector Knowledge

- ☐ Sector trends and current economic state

### Current Events

- ☐ Recent news articles about the organization
- ☐ Recent articles about topics relevant to the agency's focus and services