

INTERVIEW FACT SHEET

www.citadel.edu/career_services/Interviewing.htm

30 June 2009

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



Interview Fact Sheet

Company Name _____ Web Site _____

Interview Date and Time _____ Interview Location and Directions _____

Contact Person: Name and Title _____

Phone _____ Email _____

How and When Contacted _____

Referred by (Name, Title) _____

Position/Job Title for which applying _____

Responsibilities _____

Department and Location _____

See www.hoovers.com and the firm's website for the following:

Overview of Firm

Started in _____ Number of employees _____ Number of locations/sites _____

Markets served _____ Market share _____

Headquarters _____ Ownership _____

Senior Managers (Names, Titles) _____

Recent annual earnings _____ Earnings trend (5 years) _____

Recent news/developments _____

Overview of Industry

Major competitors _____

Trends affecting industry _____

Other Relevant Information _____