

How do I know the job is right before I accept?

Know yourself

- What are your values?
- What are your skills?
- What are your interests?
- What's most important to you?
 - Benefits
 - Compensation
 - Corporate culture
 - Employment policies
 - Job title
 - Location
 - Management style
 - Organizational mission
 - Physical surroundings
 - Prestige and reputation of organization
 - Products / services of organization
 - Size of organization
 - People to work with
 - Working hours
- What did you like about your previous jobs?
- What did you dislike about your previous jobs?

Know the organization

- **Research**

Company research helps you to determine if the company is really a place where you would want to work. Be sure that the company's mission and values match your own.

Information is a critical commodity in job-hunting; the more you know and the easier it is for you to find data, the better your chances of success. Employers value job-seekers who know key information about the company because that knowledge demonstrates your interest and enthusiasm for the company and for the job.

Visit the **organization's website** and familiarize yourself with their product / service, customer base, history / origins, current structure, leaders, and recent news releases.

Do additional research on **www.hoovers.com**. Things to take note of include:

- Who are the competitors? How do they rank?
- Number of employees, plants, facilities, locations
- History and current key people (CEO, President)
- Public or Private
 - If publicly traded:
 - Sales volume / \$
 - Stock price (current, 52 week high & low)
 - Trend across 3-5 years (do you see peaks or valleys)

Talk to people who have worked there

Find out what its competitors and clients say about it

Conducting informational interviews

Interview

Prior to your interview, use the information you've gathered in your research to formulate questions to ask the interviewer.

- What are the company's strengths and weaknesses compared to [its competition]?
- What is the organization's plan for the next five years, and how does this department fit in?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- What has been your career path since coming to the company?
- How is the company dealing with [recent changes] in the industry?
- I noticed the organizational values of [values] listed on the website? How do these values influence your decision-making?
- Can you tell me more about the other people in the organization I would be working with? What would my level of interaction be?
- What is your management style?
- Can you tell me why you accepted your job with XYZ company? What keeps you here?
- How does your company differ from its competitors?
- Why do customers choose this company?
- Are you optimistic about the company's future and your future with the company?
- What does the company do to contribute to its employees' professional development?
- What can you tell me about the corporate culture?
- Is there a basic philosophy of the company or organization and, if so, what is it? (Is it a people, service or product oriented business?)
- To what do you attribute the success of this company?
- What qualities do you feel are most important in the person who will fill this job?
- Can you describe the team environment in this department?
- Why is this position open?
 - If it is a replacement – what qualities did you value in the incumbent?
 - If it is new – what triggered the company reorganization and the creation of this job?
- What is your management style / the company's management philosophy?
- How would I be measured in this position?
- Will I receive any orientation or training?

Then, put it all together and ask yourself some key questions.

- Can you see yourself working there?
- Do you like your future supervisor/ colleagues?
- Is their product / service aligned with your personal values?
- Do they walk the talk? Are their written values how they live day to day?
- Does it feel right?
- How does it measure up with your current and future goals for yourself?
- Is there potential to stay there long term and develop?
- Could you say every day: "I get to go to work this morning"?