



# Informational Interview Site Visit Form

Company Name:

Date:

Contact:

Question Categories (use Employer Questions Tool)	
Overview	
Workforce	
Jobs that could Match your Caseload	
Recruitment	
Hiring Process	
Workforce Related Issues (Productivity)	
Wrap - Up	
Presentation/Proposal Appointment	
<b>General Observations</b> These are NOT questions to ask – but observations to make	

- ★ What is the company site “culture” and how would you describe the environment (the feel of the place)?
- ★ [Observe carefully]: Are there miscellaneous tasks that could be possibly compiled into a new position?
- ★ If this company had other site operations within the area, would they be willing to help set up a site visit there? (Warehouse, distributing center, etc.).