Career Milestone Guide: Identifying and Researching Companies/Organizations

Step 1: Find potential corporations, organizations and/or opportunities that fit your skills and interests by reviewing job boards.

General Job Boards
After College
Career Builder
Career Jet
College Grad
College Recruiter
Entry Level Job Site
Indeed
Job Bank USA
Neuvoo
Monster
Vault

Business/Finance/Econ/Banking
OneWire
Career Bank
E Financial Careers
Avenica

Consulting
Consulting Magazine

Education
K12 Job Spot
HigherEdJobs
The Chronicle of Higher Education

Advertising/Public Relations
Advertising Age
Media Bistro
TalentZoo

Environmental/Green Jobs
Environmental Career
Student Conservation Association
Learn How to Become: Guide to Green Careers
Government/Public Sector

- Careers In Government
- Brad Traverse Jobs
- Go Government
- Opportunities in Public Affairs
- Tom Manatos Jobs
- USAJobs

NonProfits

- Idealist
- Good Works
- NPO.net: Non Profit Opportunities
- Museum Jobs
- Careers in Nonprofits
- American Alliance of Museums
- Chicago Artist Coalition
- Midwest Museums Association

Job Boards by Geography

- Career Board (Select States)
- Ohio Means Jobs
- Chicago Career Site
- GoinGlobal
- MYVISAJOBS

Hospitality

- Hospitality Online

Diversity

- Diversity Business
- Diversity Inc.
- Equal Opportunity Publications
- IMDiversity
- Chicago Diversity
- Getting Hired (for seekers with disability)
- Out for Work (LGBT job seekers)

Step 2: Identify between three to five companies or organizations that you would like to learn more about:

1) __________________________________________
2) __________________________________________
3) __________________________________________
4) __________________________________________
5) __________________________________________

Step 3: Research the organizations of interest and to prepare for an interview. Helpful resources include:

Career Advancement Center/On-Campus Resources

- Vault: Career information web site, providing employee surveys of top employers, career advice, job listings, and career guides to individual industries.
- Make an appointment with a career advisor to learn strategies for researching and identifying organizations of interest.
- Reference librarians at the library can help you tap into research resources available to students.
- The company website: try the “about us” section

Social Media

- LinkedIn: View profiles of current and past employees, view a company profile and job opportunities, and discover individuals in your network who may have company connections.
- Social media to get a feel for culture; LinkedIn to view current and former employee profiles
Reports

- Glassdoor gives you an inside look at company salaries, reviews and interview questions for more than 28,000 companies.
- Annual reports - Check the company website and sec.gov’s EDGAR database for public organizations
- Organization webpage (Check the “about us” section)

News Resources

- Yahoo! Finance: Search stock prices and financial information
- LexisNexis: Search company news and financial information. Create company lists based on search criteria.
- The Wall Street Journal: Search for past news articles and industry information.

Company/Organization:

What type of company/organization is it (public, private, non-profit)?

__________________________________________________________________________________________

How many employees work there?

__________________________________________________________________________________________

Where is the location of company headquarters and additional corporate offices (global, U.S.A. only)?

__________________________________________________________________________________________

What can you find out about company culture (work-life balance, opportunities for professional development, etc.)?

__________________________________________________________________________________________

What are the areas of growth within the company/organization?

__________________________________________________________________________________________

Who are their customers?

__________________________________________________________________________________________
What are their products?
__________________________________________________________________________________________
__________________________________________________________________________________________

Who are their competitors?
__________________________________________________________________________________________
__________________________________________________________________________________________

What is the company/organization’s mission statement or company philosophy?
__________________________________________________________________________________________
__________________________________________________________________________________________

What is going on in company/organization’s industry?
__________________________________________________________________________________________
__________________________________________________________________________________________

What are the entry-level positions and what are the job responsibilities?
__________________________________________________________________________________________
__________________________________________________________________________________________

What are the various department and their functions?
__________________________________________________________________________________________
__________________________________________________________________________________________

What is the company’s annual revenue/operating budget (if applicable)?
__________________________________________________________________________________________
__________________________________________________________________________________________

What is the current stock price of this company/organization and what factors have influenced any fluctuations?
__________________________________________________________________________________________
__________________________________________________________________________________________

Where have former employees gone on to work?
__________________________________________________________________________________________
__________________________________________________________________________________________