

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](#)

Advertising/Public Relations

[Advertising Age](#)

[Media Bistro](#)

[TalentZoo](#)

Business/Finance/Econ/Banking

[OneWire](#)

[Career Bank](#)

[E Financial Careers](#)

[Avenica](#)

Consulting

[Consulting Magazine](#)

Education

[K12 Job Spot](#)

[HigherEdJobs](#)

[The Chronicle of Higher Education](#)

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?
