# Tool 3.3

**Informational Interview Site Visit Form**

Name of Company / Employer:

Date Contacted:

Company Contact Person:

## Question Categories (Employer Questions Tool 3.4 provides a range of questions you can use in each of the interview)

|  |  |
| --- | --- |
| Overview |  |
| Workforce |  |
| Jobs that could match your caseload |  |
| Recruitment |  |
| Hiring process |  |
| Workforce related issues (productivity) |  |
| Wrap up |  |
| Presentation / proposal appointment |  |

## General Observations

* 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.).