

Business Interview Form

I. General Information

Company: _____ Date Completed: _____

Address: _____
_____ (city) (state) (zip)

Telephone Number: _____ FAX Number: _____

E-Mail Address: _____

Contact Person: _____

Title: _____

II. Company Description

Total Number of Employees: _____ Number of Employees Per Shift: _____

Description of Company Product or Service: _____

Production Needs: _____

Quality Needs: _____

III. Hiring Description

Hiring Process: _____

Project Hiring Needs: _____

Service Required for Employment Service Business:

Other Employment Related Service Desires: _____

IV. Experience

Experience with Job Accommodations: _____

Experience with Employee with Disabilities: _____
