

## 04 Company Profile

Please complete the following questions for yourself and to help your placement tutor and your placement supervisor in providing counsel to you. Please also make notes of any further points you may wish to discuss with them.

1. **What type of organisation is your company (please describe the legal form, size and location of the company)**

2. **What are the aims and objectives of the company? Describe the function of the business (e.g. type, scope and purpose of business, sales, services, profit, not for profit etc).**

3. **What does the company offer (i.e. what are their main products or services)?**

4. **Which sector or branches does the company belong to (e.g. consumer goods, technical goods, and pharmaceutical goods)?**

5. List relevant policies and procedures of the organisation. Do they have any relevant regulations (e. g. handbooks, organisational guidelines)?

6. What is the organisational structure of the company? Please include organisational chart(s) as supplementary evidence.

7. In which departments can you work within your internship?

8. Identify a couple of colleagues with different job roles within your department. Please describe their regular tasks.

Job Role	Tasks



9. In which country is the company located?

10. What do you know about the country's specifics (size, inhabitants, historical facts, political structure)?