



AI @ Work Prompt Guide

Prompts to Use When Researching Potential Employers

Here are sample prompts to help you utilize ChatGPT or other AI tools for researching potential employers. Each prompt is designed to help gather important information that can be used for interview preparation, networking, or deciding whether a company is a good fit.

The Aurora University Office of Career Services is here to help you with your career goals. For assistance, email career@aurora.edu or schedule an appointment on Handshake.

Company Overview and Mission

Prompt: *“Give me a brief overview of [Company Name], including their mission, core values, and industry.”*

Recent News and Developments

Prompt: *“What are some recent news articles or developments related to [Company Name] in the past six months?”*

Company Culture and Work Environment

Prompt: *“What is [Company Name]’s work culture like, and what do employees say about working there on review sites like Glassdoor or Indeed?”*

Industry Position and Competitors

Prompt: *“Where does [Company Name] stand in the industry compared to its competitors, and who are its main competitors?”*

Corporate Social Responsibility and Initiatives

Prompt: *“What are [Company Name]’s corporate social responsibility (CSR) initiatives or sustainability efforts?”*

Opportunities for Advancement

Prompt: *“What are typical career advancement opportunities or professional development programs at [Company Name]?”*

Hiring Trends and Job Openings

Prompt: *“What are the current hiring trends at [Company Name], and what types of positions do they usually offer to recent graduates?”*

The header features a dark blue background with a pattern of lighter blue dots and three large, overlapping, right-pointing chevrons in shades of blue. The text 'AI @ Work Prompt Guide' is displayed in white, sans-serif font on the right side.

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Prompts to Use When Researching Potential Employers Continued

Company Leadership and Key Executives

Prompt: *"Who are the key executives or leaders at [Company Name], and what are their backgrounds?"*

Company Financial Health

Prompt: *"What is the financial health of [Company Name]? Are they growing, stable, or struggling?"*

Workplace Diversity and Inclusion

Prompt: *"What are [Company Name]'s efforts toward diversity and inclusion, and how are these reflected in their workforce and leadership?"*

Products and Services

Prompt: *"What are the main products or services offered by [Company Name], and how do they differentiate themselves from competitors?"*

Internship and Entry-Level Opportunities

Prompt: *"What internship or entry-level job opportunities does [Company Name] offer, and what are the qualifications for these roles?"*

Interview Process and Tips

Prompt: *"What is [Company Name]'s typical interview process, and what tips are there for successfully navigating their interviews?"*

Workplace Innovation and Future Outlook

Prompt: *"How is [Company Name] innovating or evolving in their industry, and what are their future plans for growth?"*