



## COLLEGE & CAREER FAIR

# Career and College Fair Worksheet

NFA's Career and College Fair presents students with an excellent opportunity to interact with a representative from a particular postsecondary institution. It can help in the beginning stages of the search process or it can help in narrowing down college options. Below are some helpful tips & questions to get you started.

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### **DURING THE FAIR:**

- When you approach a representative, introduce yourself.
- Ask questions! (see below for a sample list of questions)
- Get contact information from representatives at the fair if you are very interested in their school, program or employer. Follow up with them after the fair with an email.
- Speak up. Fairs can be loud and you want the representative to be able to hear you.

### **AFTER THE FAIR:**

- Review the materials you received during the fair.
  - Weed out the schools, programs, or employers that will not be a good fit for you.
  - Research the schools, programs, or employers that interested you to learn more!
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### **QUESTIONS TO ASK COLLEGE FAIR REPRESENTATIVES**

- What are your admission requirements?
- What are your application deadlines?
- What is the total cost of attendance for 1 year (tuition, room & board, fees, books, misc.)
- Are there any merit scholarships available? Is a separate application required for these?
- What is the makeup of your student body? (male/female ratio, racial/ethnic makeup, geographic diversity)
- When must I choose a major?
- Do you have an honors program? What are the requirements?
- What is your student enrollment (total, undergraduate, graduate)?
- What is the average student-teacher ratio? · Is housing guaranteed for all four years?
- Are freshman required to live on campus?
- How are roommates selected?
- What is your campus safety like?
- What do students say is the best thing about your school?
- Do students get involved in intramural athletics? Clubs and student organizations?

## QUESTIONS TO ASK COLLEGE FAIR REPRESENTATIVES (continued)

- What type of academic support is available on campus? Is this available to everyone free of charge? (Tutoring, Writing Centers, etc.)
  - Do many students hold jobs in addition to attending school?
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  - Are students permitted to have cars on campus?
  - Is a car necessary to get around?
  - Is there public transportation close to your school?
  - Do you have study abroad options?
  - Do students have the opportunity to do research or obtain internships?
  - What is your retention rate?
  - What is your graduation rate?
  - What percentage of students who graduate go directly on to graduate school?
  - What does your job placement look like?
  - Is there a Career Office that supports students in their internship and job search?
  - Are your alumni well connected to the school?
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## QUESTIONS TO ASK CAREER FAIR REPRESENTATIVES

- What kind of skills and experience do you look for in the employees you hire?
- What are the characteristics of your most successful employees?
- Is a college degree important in advancing within your organization?
- Which courses or experiences do you suggest in order to become a successful candidate?
- What additional skills, like languages or computer skills, are particularly valuable?
- What kind of entry-level positions (or internships) exist within your organization?
- Does your company hire on a continual basis or just at certain times of the year?
- How long does the hiring process take? What does it consist of?
- What percent of applicants are eventually hired? What is the retention rate?
- What is your organization's culture like?
- For how many years does the typical employee stay with your company?
- Are there opportunities for ongoing training through the organization?
- Is there anything else I should know about your company?
- What made you choose this company in particular? How long have you been with this company and why do you stay?
- What advice would you give someone entering this occupation?
- What are the current trends in your career field (skill sets, demand, and effect of economy)?
- How can I contact you if I have a few questions later on?

