**Questions to Ask Career Representatives**

Start with: “Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_ and I’m a (freshman/sophomore/etc.) at \_\_\_\_\_\_\_\_\_high school. Nice to meet you. Can you tell me what your organization does?” *Remember – Every contact with an employer is an interview, the career fair is an opportunity to find out more about what the employers you are interested are looking for in potential candidates.*

*Applications & Preparation*

* How does your organization advertise available jobs?
* What documents are typically needed when applying for a job with your organization?
* What employee characteristics does your organization value?
* What factors make a candidate competitive?
* What level of education is needed for most jobs at your organization? Are there any licenses or certifications I will need for this job? Is there financial support to attain the qualifications needed?
* What classes should I take in high school to prepare for this job?
* Are there any student organizations or activities that would be beneficial in preparing for a position at your company?
* Are internships or apprenticeships available?

*Job Responsibilities*

* Does your organization have formal training programs, or do employees receive on-the-job training?
* Does this job have certain physical requirements? (ex: 20/20 vision, ability to lift certain amount of weight)
* What types of tasks would I typically perform with this job?
* What skills are needed for this job?

*Workplace Climate*

* What is the environment for this job likely to be?
* What is the typical attire for this job?
* What are the demographics of your organization? (ex: information on gender, race, age)
* What activities and benefits does your organization offer to employees?
* Does the organization give back to the community or support certain causes? If so, in what ways?
* What do people love most about this job? What is the most challenging thing for people who have this job?
* What was the last big accomplishment achieved by the organization and when did it happen? How was it celebrated?

*Career Future*

* What opportunities exist at this organization for leadership development?
* What is the typical career path for this job? Is there a pre-determined pace at which I can progress, or can I progress at my own pace? How long does it usually take to move from one step to another?
* How do you see this job changing in the next 5 years? How can I prepare for these changes?
* What is the current starting salary for this job? What is the average mid-career salary for this job?
* What continuing learning opportunities do you have for your employees?

End with: “Thank you for your time. May I contact you with further questions? Do you have a business card?”