QUESTIONS TO ASK
COMPANY REPS AT THE CAREER FAIR

One way to make a great impression at a career fair is to come prepared with intelligent and thoughtful questions to ask company representatives. The first section below provides guidelines for research you can do BEFORE the fair. The subsequent sections contain examples of questions that you could ask potential employers during the fair.

BEFORE THE FAIR

DO YOUR RESEARCH. Research the companies you are interested in talking with. Seek to find out the following information BEFORE you arrive at the fair.

- Current job openings within the company/organization and the hiring process
- The mission and main functions of the company/organization
- The products, services, and clientele of the company/organization
- Locations of company/organization branches or offices
- The number of people employed within the company/organization and/or department
- Projections for future changes and growth within the company/organization
- Backgrounds of other employees [or interns] in the company/organization
- Typical career path in your area of interest with the company/organization
- How company/organization measures work performance in their employees [or interns]
- How performance reviews and promotions work
- The culture of the company/organization

A list of companies who will be attending the fair can be found by visiting the LDS BC Career Services web page during Career Fair season.

- In addition to researching the company websites, you also have free access to several career and company databases through the LDSBC Library. Click here to view a list of features that the following career, industry, and company research databases offer.
  - Business Source Premier
  - Ferguson’s
  - Hoovers
  - IBIS World
  - Privco
  - onetonline.org

To view a tutorial of how to locate and use the databases listed above, go to: http://libraryguides.ldsbc.edu/careers. Then scroll down to the bottom of the center column and press play.

DURING THE FAIR

It is crucial that you invest time and effort into assessing what you can offer each employer that you are interested in. It is also important to find out if this company and position will meet your needs. Be careful not to send the message to employers that you are there for yourself and yourself only. Talk about what you can do for them before seeking out what they can do for you.

Note: The questions on the next page are meant to help you get started in asking effective questions to employers. If answers to any of these questions can be found online, do not ask them. Instead, build advanced questions based on the answers you already have access to.
QUESTIONS THAT FOCUS ON WHAT YOU CAN OFFER THE EMPLOYER

• What specific skills and qualifications do you look for in your employees [or interns]?
• Are there specific courses or other requirements you look for in prospective employees [or interns]?
• What entry-level positions in [mention your career interest] are available in your company, and what kinds of people do you hire to fill them?
• What skills, work experience or educational background do you look for when you recruit for these jobs [or internships]? What duties are required for the position?
• How do you see the jobs in this field changing over the next five years? What can I do to prepare myself for such changes?

QUESTIONS THAT FOCUS ON WHAT THE EMPLOYER CAN OFFER YOU

• What types of opportunities are typically available to new college graduates [or interns]?
• What is unique about your organization?
• Does your company have formal training programs, or do employees receive on-the-job training? Who is eligible? About how many people go through the training program each year?
• What opportunities does your company offer for individual professional development?
• What are your company projections for future changes and growth?
• What backgrounds do other employees [or interns] in your company/organization have?
• What is the typical career path in [name area of interest] with your company/organization?
• How does your company/department measure work performance?
• How do performance reviews and promotions work?
• What is the culture of your company/organization? What policies, procedures, activities, or initiatives are in place to foster and maintain this culture?

POSITION-SPECIFIC QUESTIONS

• How does this [or how do these] position(s) fit into the overall organizational structure?
• What percentage of time would be devoted to each of the responsibilities of the position?
• What challenges and opportunities are associated with the position?
• How are interns/new employees in this specific position trained?
• What will the initial assignments for this position consist of?
• How is success measured in this position? What are the primary results a person in this position would be expected to achieve?
• How much decision-making authority is given after one year?
• Can I progress at my own pace, or is the career path structured? How much contact and exposure to management is there?

ADDITIONAL QUESTIONS TO CONSIDER

• Tell me about your job.
  o What do you like most about it? What is your greatest challenge?
• Is your organization holding an orientation or information session after the fair?
• When will you be conducting interviews? Whom should I contact for an interview?
• When will you be hiring?
• May I have your business card? May I use your name as a referral source?
• Can you suggest anything I can do to improve my chances of employment with your company?
• What tips for success could you give me for getting hired in this field?

Questions taken and/or adapted from the following websites:  http://www.mhcc.edu/pages/1371.asp & http://www.uwec.edu/CAREER/Online_Library/careerfairques.htm