MAKE THE MOST OF A CAREER FAIR

ASK QUESTIONS!
When the recruiter asks, "Do you have any questions?" it is important to have a few ready. It shows you are interested in the company and are serious about your career plans. Concentrate on getting information that will help you make a career decision compatible with your expectations. Here are some suggestions:

- What entry-level positions (mention your career interest) are available in your company, and what kinds of people do you hire to fill them?
- What duties are required for the position?
- What skills, work experience or educational background do you look for when you recruit for these jobs?
- How much decision-making authority is given after one year?
- How do these positions fit into the overall organizational structure?
- What are the primary results a person in this position would be expected to achieve?
- What percentage of time would be devoted to each of the responsibilities of the position?
- What challenges and opportunities are associated with the position?
- 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?
- How does the company measure performance? How often are performance reviews given?
- What is the typical career path in this area of specialization? How long does it usually take to move from one step to the next in this career path?
Can I progress at my own pace, or is the career path structured?

- How much contact and exposure to management is there?

- 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?

- What are the backgrounds of other employees in your company or department?

- Can you describe the corporate culture?

**Some Final Advice.** Tailor the questions you ask to your career interests and goals. Don't ask questions just for the sake of asking questions -- make sure it is information that you need. Also, try to avoid asking questions that are answered in the company's annual report or employment brochure. Recruiters know when you haven't done your homework!!!