

# Questions for Representatives at the Job and Internship Fair

When asking representatives questions at the Job and Internship Fair, there are some simple rules to remember. Before beginning your first question, be sure to introduce yourself and establish rapport with the representatives. It is important that questions be natural; be yourself. Don't "rapid fire" your questions, maintain a natural flow and listen carefully to their answers. Remember to be courteous and before leaving close the conversation and thank them for their time.

## Questions you may want to ask Organization Representatives

1. How many employees does your organization have?
2. What kind of entry-level positions exist within your organization?
3. How many employees are in my area of interest (which is)?
4. Does your organization hire on a continual basis or just at certain times of the year?
5. How long does the hiring process take?
6. What does your organization consider the 3 most important qualities in an employee?
7. Are graduate degrees important? If so, in what areas?
8. What courses do you suggest in order to be a successful candidate?
9. Is there a G.P.A. cut-off in the recruiting process?
10. What personality traits are important for success in your company?
11. What made you choose to work for this company?
12. How long have you been with the company?
13. What has your organization accomplished of which you are especially proud?
14. For how many years does the entry-level employee typically stay with the organization?
15. What percent of applicants are eventually hired?
16. What is the retention rate within your company?
17. Do you expect your employees to relocate?
18. Do you offer internships?
19. What is the best way to apply for positions with your organization?
20. How does the application, interviewing and hiring process work?