



TOOLS

Student Checklist for College and Career Fair

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful fair.

Before the Fair

- Complete an assessment that shows your career interest.
- Research the colleges and industry that will be at the fair.
- Assess how a college and career fair can support your ICAP goals.
- Find out how to dress and act appropriately at the fair.
- Fill out and get signed **Student Registration and Parent/Guardian Permission Form for College and Career Fair**. [only needed if fair is off campus]
- Turn in signed permission form.
- Have other instructors sign and fill out Teacher Permission Form for Class Absence.
- Develop questions for the industries and/or colleges to make connections between academics and completion of ICAP.
- Know the schedule of events for the day and which events you need to attend.

During the Fair

- Pay close attention to your time and the number of booths or sessions you need to attend. Do not get stalled at one booth playing a game and forget to fulfill your obligations for the day.
- Take only materials that are related to your career interest.
- Think about what else you need to know to determine if careers in this industry are for you.
- Listen carefully as other students are asking questions so as not to repeat questions. Take notes to document experience.

After the Fair

- Use your notes for individual and group reflection exercises.
- Participate in classroom activities that will help you think about the value of the college and career fair.
- Write thank you-notes to the colleges and industries that you visited. Electronic methods are acceptable.
- Discuss the next step in learning about careers and your ICAP process.
- Complete a **College and Career Fair Student Evaluation**.