

Registration Form and Surveys

For the College & Career Fair at the Arlington Career Center, we use Google forms to capture our registration information and to survey our students, staff, and business partners after the event. Below are examples of what we include in our surveys.

Business Partner Registration Form

We start this Google form with a summary of the event:

Greetings from the Arlington Career Center!

Here at the Career Center, our vision is “to be a united community of self-directed learners empowered through authentic academic, industry, and life experiences to actualize our personal aspirations.” To that end, we are putting together a conference-style College & Career Expo to help connect our students with concurrent and/or postsecondary opportunities for education and employment. We would love for you to come and share your professional experiences with our students.

The College & Career Expo will take place on April 3rd and will run throughout the school day. Vendors are invited to attend from 8:00 am - 12:30 pm, 12:30 - 3:00 pm, or for the full day. There are also opportunities for volunteers to help students develop and edit resumes, practice interviewing skills, and fill out job applications. Tables will be provided for vendors interested in setting up an information booth. Additionally, lunch will be provided to all full-day participants. Please answer the questions below if you are interested in participating.

Thank you!

Registration Questions:

1. What is your email address
2. What is your name?
3. What is the name of your business or organization?
4. What is your affiliation for this event? (the following are checkboxes)
 - a. College/ University
 - b. Professional Organization (providing information only)
 - c. Local Employer (actively seeking employees)
 - d. Local Employer (providing information about business / career pathway)
 - e. Subject Matter Expert (volunteer interested in leading a seminar for students)

- f. Local Resource (providing information for students on tools you provide in the community)
 - 5. Names(s) of additional person(s) from your organization attending:
 - 6. Best phone number to contact you at:
 - 7. What times are you available? (We will provide lunch to those spending all day with us)
 - a. 8:00 am-12:30pm
 - b. 1:30 - 3:00 pm
 - c. All Day: 8:15 - 3:00
 - 8. Please select any of the activities you would like to help support during the fair: (the following are checkboxes)
 - a. Resume development
 - b. Interviewing skills practice
 - c. Assist with completing job applications
 - 9. Do you have any technological needs? (the following are checkboxes)
 - a. Access to outlet
 - b. Access to a computer
 - c. Access to a screen projector
 - d. Access to video capability
 - 10. How did you hear about this event? (the following are checkboxes)
 - a. Arlington Career Center website
 - b. Arlington Chamber of Commerce
 - c. Email from a Career Center teacher
 - d. Other
 - 11. If you received an email from a teacher, please list that teacher's name here:
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College & Career Fair Feedback Survey for Business Partners

Description of the form:

Thank you so much for participating in our College & Career Fair! We appreciate all of the work that went into your presentation. Please fill out the form below so that we can continue to make this a fun and worthwhile event for you and our other business partners.

Questions:

- 1. Email address
- 2. Your Name (Last, First)
- 3. Name of organization you represented at the fair
- 4. Events you participated in today (check all that apply)
 - a. Information fair (tables and booths)

- b. Hands-on help: resume help, application help, interview skills practice
 - c. Learning session: FAFSA workshop, Financial Literacy workshop, Apprenticeship workshop
5. If you volunteered at a hands-on help session, what did you help with?
 - a. Editing or building resumes
 - b. Filling out applications
 - c. Interview skills practice
 6. If you volunteered at a learning session, which workshop did you facilitate?
 - a. FAFSA workshop
 - b. Financial Literacy workshop
 - c. Apprenticeship workshop
 7. What feedback do you have about the information fair?
 8. What feedback do you have about the hands-on help session?
 9. What feedback do you have about the learning session?
 10. What did you like the most about today's event?
 11. What did you like the least about today's event?
 12. If you could change something about the event, what would you change?
 13. Would you be willing to participate in future events with us?
 - a. Yes
 - b. No
 - c. Maybe
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College & Career Fair Feedback Survey for Students

Description of the form:

Please use this form to provide the planning committee with your feedback on the College & Career fair. We will use your answers to help plan for the next event.
Thank you!

Questions:

1. Email address
2. Name of CTE class you attended the fair with
3. Events you participated in today (check all that apply)
 - a. Information fair (tables and booths)
 - b. Hands-on help: resume help, application help, interview skills practice
 - c. Learning session: FAFSA workshop, Financial Literacy workshop, Apprenticeship workshop
4. If you attended a hands-on help session, what did you get help with?
 - a. Editing or building my resume

- b. Filling out an application
 - c. Practicing my interview skills
 5. If you attended a learning session, which workshop did you attend?
 - a. FAFSA workshop
 - b. Financial Literacy workshop
 - c. Apprenticeship workshop
 6. How helpful was it to meet with people during the information fair? (this is a rating scale question 1 = not at all helpful, 5 = extremely helpful)
 7. If applicable, how helpful was it to attend your hands-on help session? (this is a rating scale question 1 = not at all helpful, 5 = extremely helpful)
 8. If applicable, how helpful was it to attend your learning session? (this is a rating scale question 1 = not at all helpful, 5 = extremely helpful)
 9. Did today's event make you think about a future career or career pathway?
 - a. Yes
 - b. No
 10. If yes, what career or career pathway might you be considering?
 11. What did you like the most about today's event?
 12. What did you like the least about today's event?
 13. If you could change something about the event, what would you change?
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College & Career Fair Feedback Survey for Teachers

Description of the form:

Please use this form to provide the planning committee with your feedback on the College & Career fair. We will use your answers to help plan for the next event. Thank you!

Questions:

1. Email address
2. What class do you teach?
3. Events you attended with students today:
 - a. Information fair (tables and booths)
 - b. Hands-on help: resume help, application help, interview skills practice
 - c. Learning session: FAFSA workshop, Financial Literacy workshop, Apprenticeship workshop
4. In your opinion, how helpful was it for students to meet with people during the information fair? (this is a rating scale question 1 = not at all helpful, 5 = extremely helpful)
5. In your opinion, how helpful was it for students to attend hands-on help sessions? (this is a rating scale question 1 = not at all helpful, 5 = extremely helpful)

6. In your opinion, how helpful was it for students to attend a learning session?(this is a rating scale question 1 = not at all helpful, 5 = extremely helpful)
7. Did today's event make you think about a future career or career pathway?
8. If yes, what career or career pathway might you be considering?
9. What did you like the most about today's event?
10. What did you like the least about today's event?
11. If you could change something about the event, what would you change?
12. Who or what might you have liked to see at the fair?
13. What other topics or industries should we cover or include next time?
14. Do you have any suggested contacts who we should reach out to next time?
15. Would you be interested in serving on the planning committee next time?
 - a. Yes
 - b. No
 - c. Maybe