**Reception Table Volunteer**

Purpose: To greet employer guests upon arrival, ensure a timely registration process, and collect exit surveys.

Functions:

1. Greet employer guests and immediately request them to sign in. (Sign-in sheets and pens are available.)
2. Provide the following after sign-in:
   1. Student candidate information (handout): *All of our student candidates are eager to meet you.*
   2. Exit survey (handout): *Your feedback is important. Please leave this survey with us on your way out.*
3. Collect exit surveys. (Box provided.)

**Thank you for your time and vital assistance!!!!**

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