Welcome to Rose Alumni Recruiting Engineers (RARE)! Our alumni are an important part of the Rose-Hulman admission effort. They are on the “front line” in our effort to recruit the best students to your alma mater. As a RARE member, you would have a unique opportunity to enhance the reputation and standing of Rose-Hulman.

RARE helps the Rose-Hulman Office of Admissions in a variety of ways. You could be called upon to:

- attend college fairs
- encourage students to apply and visit campus
- help at spring info sessions for admitted students
- interview students on an individual basis
- have fun meeting the next generation of Rose-Hulman alumni

Finally, we hope you would achieve a sense of contribution and accomplishment when a student you have worked with decides to attend Rose-Hulman Institute of Technology.

To officially join RARE, please visit http://www.rose-hulman.edu/admissions/RARE/involvement/index.htm and complete the registration form.
College Fairs

College fair participation is a very important part of the Rose-Hulman admissions effort. Through your contacts our mailing list grows, increasing the applicant pool and making Rose-Hulman a better place.

Guidelines for attending a college fair:

- Business attire is expected - not business casual.
- Arrive about 30 minutes before the program begins.
- Check in with the high school hosts and go to the Rose-Hulman table. Most college fairs will be arranged in alphabetical order.
- Arrange the table with your materials in a pleasing manner.
- Be sure to have every student you talk to fill out a contact card.
- Be a positive advocate for Rose-Hulman. Refrain from putting down other schools.
- Stand behind the table and show by your manner that you are ready and eager to answer questions about Rose-Hulman. Do not wander out into the aisle and “buttonhole” students and families.
- Do not distribute items other than what is provided by the Admissions Office. Refrain from distributing candy, pencils, etc.
- There will be some fairs where you will not talk with large numbers of students and parents. Worry about quality, not quantity.
- This is a serious process - one with $160,000 repercussion. Take it seriously. At the same time, have fun. Feel free to use your own experiences to illustrate your points.
- If you are unable to attend, you are responsible for finding a replacement. *Nothing is worse than an empty table with our name on it.*

**Follow up**

After the fair, mail the table banner and all contact cards to the Admissions Office as quickly as possible. The sooner we receive them, the sooner we can begin recruiting the student.
Information Sessions

Every spring the Admissions office holds events around the country where there are a sufficient number of admitted students. These information sessions are geared to answer those final questions as well as give the students and their families a chance to meet with local alumni.

The standard program is as follows:

- Held in a nice hotel meeting room
- Held on a Saturday or Sunday
- Two to three hours in length
- First hour is devoted to a PowerPoint detailing RHIT
- Second hour can include:
  - Alumni Panel
  - Current Student or Student Panel
  - Faculty Member or Panel
  - Cost and Financial Aid Information
- Remaining time is devoted to questions and answers.

Families are normally very interested in the alumni take and direct many of their questions to you. With the panel setup, it is important to include everyone to ensure that as many experiences as possible can be shared.

Cities where we have traditionally held information sessions include:

- Indianapolis, IN
- Chicago, IL (2)
- Cincinnati, OH
- Detroit, MI
- Washington, D.C.
- Minneapolis, MN
- St. Louis, MO

Every year the Admissions staff re-evaluates the numbers of admitted students around the country and adds other cities.
Interviews

From time to time, you may be called upon to interview a prospective student for Rose-Hulman. This is a way for the Office of Admissions to assess a student from a different perspective.

The purpose of the interview is to get to know the student and help the student learn more about Rose-Hulman. Variables that could be assessed include a student’s motivational level, personality traits, their ability to work and communicate with other people, your personal assessment of the student and, finally, their enthusiasm for Rose-Hulman.

Do not feel that the interview will “make or break” a student’s opportunities at Rose-Hulman. Many factors go into an admissions decision and the interview is simply a part of the mosaic that the Office of Admissions takes into consideration.

Here are some guidelines for conducting an interview:

• Allow students to talk about themselves initially as a way of putting them at ease. Ask about hobbies, family, school activities, interest in a career in engineering and science, etc.
• Ask about accomplishments of which they are particularly proud
• Ask about career aspirations
• Ask why they would like to attend Rose-Hulman
• Ask about activities where they have had to work with other people
• Ask if they have any questions of you as a Rose-Hulman alum

Follow up

Immediately after interviewing the student, please write a short summary of the meeting including a student’s interest in Rose-Hulman, their ability to be successful, their ability to contribute to campus and your overall view of the student as a prospective student and alum of Rose-Hulman. Forward this information to the Office of Admissions as soon as possible.