Searching Students in the Career Fair

Please log into your CAREERlink account from the Career Center’s portal, https://wustl-csm.symplicity.com/employers/
*If you use Olin’s portal, you may not be able to see your registration.

Next go the Career Fairs

Click on Registered next to your fair registration
Next, look along the fair toolbar to click on **All RSVP’d Students**

Under this section, you can:

- search for a specific student,
- conduct an **Advanced Search** for a specific group of students,
- send an email to students or invite them to chat during the fair,
- download the list into Excel,
- Generate Publication (resume book).
Email a Student

Select the student(s) you would like to message. A new window will pop up for the message.
Email Fields (Right Column)

Fields you may want to use:
- [orgname] Your organization’s name
- [description] Your organization’s overview in the virtual career fair
- [fname] Student’s first name

If you’re messaging more than one student, use the [fname] field to have each message personalized with the student’s first name.

Invite to Chat
Before the fair, you may want to send a message to students inviting them to join your que. There is a template that pops up when you select Invite To Chat. You may modify this message as needed. When the fair is live, you’ll be able to message and invite all Online students, not just those who had previously RSVP’d.
Fields you may want to use:

[orgname] Your organization’s name
[description] Your organization’s overview in the virtual career fair
[fname] Student’s first name

If you’re messaging more than one student, use the [fname] field to have each message personalized with the student’s first name.