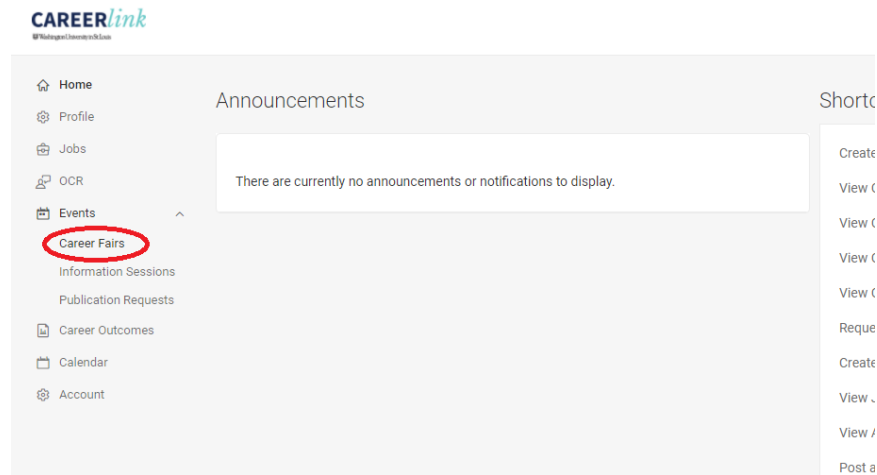


# Searching Students in the Career Fair

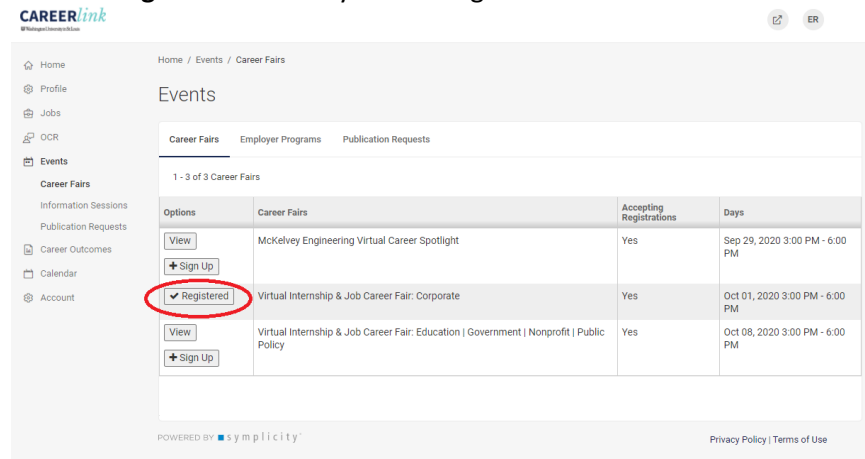
Please log into your CAREERlink account from the Career Center's portal, <https://wustl-csm.symplicity.com/employers/>

*\*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 tool bar to click on **All RSVP'd Students**

The screenshot shows the CAREERlink interface. On the left is a navigation menu with options like Home, Profile, Jobs, OCR, Events, Career Fairs, Information Sessions, Publication Requests, Career Outcomes, Calendar, and Account. The main content area is titled 'Events' and has sub-tabs for Career Fairs, Employer Programs, and Publication Requests. Under 'Career Fairs', there are sub-tabs for Overview, Registration, Accounting, and 'All RSVP'd Students', which is circled in red. Below the tabs is a banner for 'Virtual Internship & Job Career Fair: Corporate' dated Oct 01, 2020 - Oct 01, 2020. The text below the banner states: 'The Career Center will host local and national organizations for the Virtual Internship & Job Career Fair: Corporate. This fair will focus on various industries and functions including:'

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).

This screenshot shows the 'All RSVP'd Students' page. At the top, there are tabs for Career Fairs, Employer Programs, and Publication Requests. Below these are sub-tabs for Overview, Registration, Accounting, and 'All RSVP'd Students'. The main heading is 'RSVP'. Below the heading is a search bar labeled 'Search RSVP'd Students' with a search icon, a 'Clear' button, and a link to 'Advanced Search'. Below the search bar are three buttons: 'Select All | 0 Items Selected', 'Mail To', and 'Save As Excel'. To the right of these buttons is a 'Generate Publication' button. The main content area displays a list of two students:

<input type="checkbox"/>	 <p><b>Abigail J. Li</b> Art (Minors), Marketing, Operations &amp; Supply Chain Mgt Download Resume</p>	<p>abigail.li@wustl.edu <b>Graduating in:</b> May, 2022 Junior</p>
<input type="checkbox"/>	 <p><b>Aditya M Krishnamachar</b> Computer Science &amp; Engineering (Majors &amp; Minors) Download Resume</p>	<p>akrishnamachar@wustl.edu <b>Graduating in:</b> May, 2021 Senior</p>

## Advanced Search

### Advanced Search ✕

Major

Class Level

<input type="checkbox"/> Freshman	<input type="checkbox"/> Graduate Student
<input type="checkbox"/> Sophomore	<input type="checkbox"/> Post Doctoral Appointee
<input type="checkbox"/> Junior	<input type="checkbox"/> Alumni
<input type="checkbox"/> Senior	<input type="checkbox"/> NA

[select all](#) | [show selected](#) 0 of 8 selected

Work Authorization

<input type="checkbox"/> Authorized to work in the US, and will require visa sponsorship for continued employment in the US	<input type="checkbox"/> Not Authorized to work in the U.S.
<input type="checkbox"/> Authorized to work in the US with no restrictions	<input type="checkbox"/> Unknown (office use only)

[select all](#) | [show selected](#) 0 of 4 selected

Degree Level

<input type="checkbox"/> Bachelors	<input type="checkbox"/> Doctorate
<input type="checkbox"/> Masters	<input type="checkbox"/> Certificate

[select all](#) | [show selected](#) 0 of 4 selected

Has Resume  
 Yes  No

Students That Have Expressed Interest  
 Yes  No

## Email a Student

Home / Events / Career Fairs

### Events


Career Fairs    Publication Requests

Overview    Registration    **All RSVP'd Students**

#### RSVP

mcintosh    [Advanced Search](#)

Select All | 1 Items Selected           

<input checked="" type="checkbox"/>		<b>Scott Wallace</b> Entrepreneurship, Marketing <a href="#">Download Resume</a>	mcintosh@wustl.edu <b>Graduating in:</b> May, 2021 Freshman
-------------------------------------	---	--	---

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

### New Message

To: 1 recipients    recipients >

Subject:    Fields >

From:    jessica.weldon@wustl.edu

Send Copy To:

## Email Fields (Right Column)

The screenshot shows a 'New Message' dialog box with a dark header and a light body. The header contains the title 'New Message' and a close button (X). The body is split into two columns. The left column contains the following fields: 'To: 1 recipients', 'Subject:', 'From: jessica.weldon@wustl.edu', and 'Send Copy To:'. Below these are two buttons: 'A' and a button with a pencil icon. The right column is titled 'Fields' and contains a list of placeholder fields: [orgname], [description], [fname], [email], [phone], [fax], [street], [city], [state], [zip], [days\_attending], [representatives], [rep\_count], [boothinfo], [invoice\_number], [invoice\_date], [balance], [payment\_due\_date], [checks\_payable\_to], [send\_payment\_to], [password], [date], [tab], [csp\_url], [system\_title], [institution\_name], and [signature]. At the bottom right of the dialog are 'Close' and 'Send' buttons.

Fields you may want to use:

**[orgname]** Your organization's name

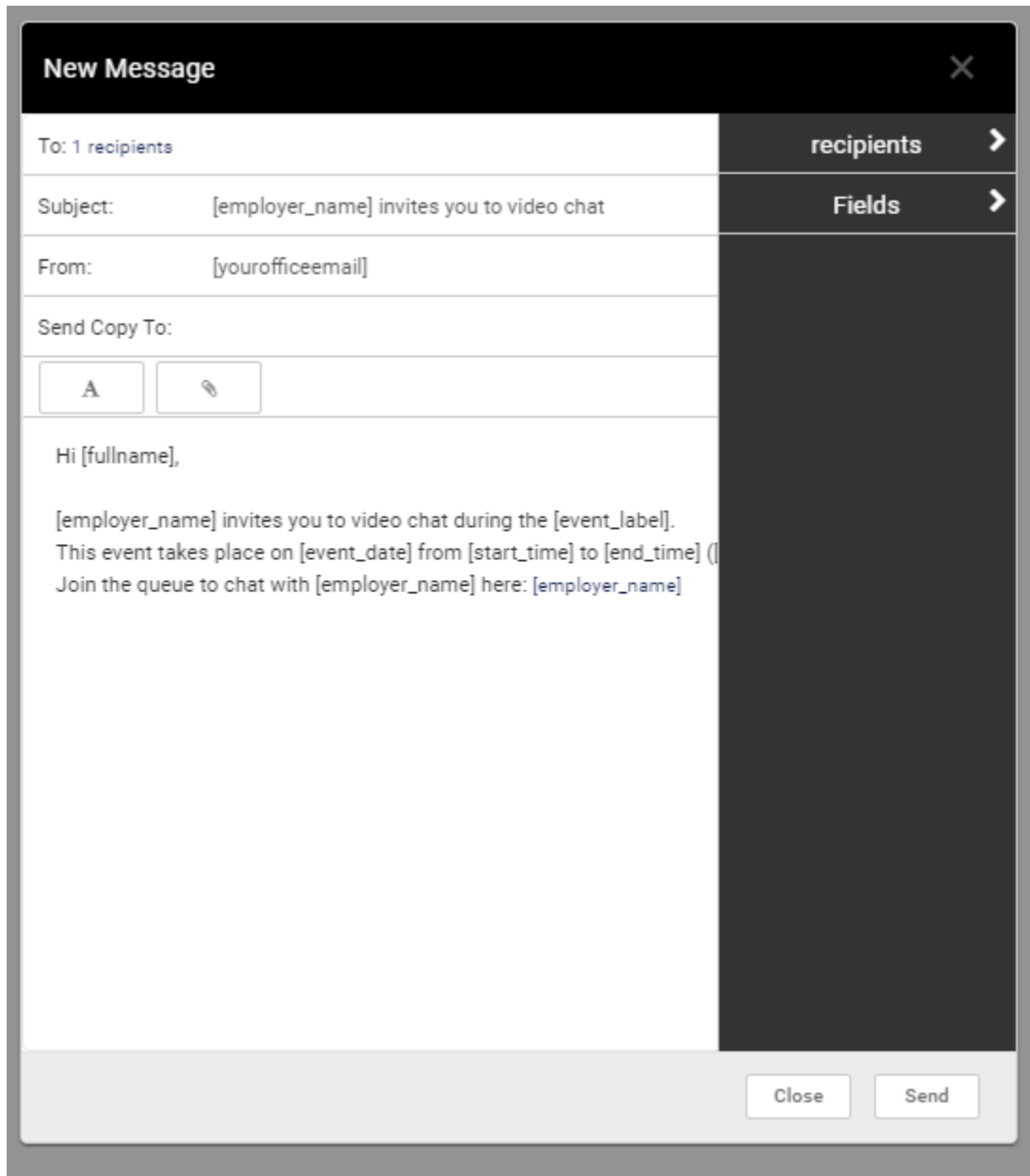
**[description]** Your organization's overview in the virtual career fair

**[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 queue. 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.