

## Events

The “Events” tab allows the contact to request to host an information session for students to learn about the company or firm.

### Career Fair

- I. Click on the Events tab then Career Fairs to register browse live event registrations.
- II. Register for a career fair by clicking the Register button next to a specific event.
- III. If already registered, click the Review button to view career fair details.

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events

**I** Career Fairs Information Sessions Publication Requests

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Options	Career Fairs	Days
<b>II</b> Register	Engineering Day	Technical Day Non-Technical Day
Review - Confirmed <b>III</b>	Fall Career Days 2010	Technical Day Non-Technical Day
Not Accepting Registrations	Internship Fair	Government Opportunities
Register	Spring Career Expo 2010	
Review - Confirmed (Ann@ackers.com)	Virtual Career Fair	Virtual Career Fair

Items 1-5 of 5

- IV. When reviewing a career fair, click the Registration Info tab to review the registration.
- V. Click the Accounting tab to see the invoice or receipt and check the balance or any payments.
- VI. The Positions tab shows the positions being recruited at that fair. If the schools allows, you may add or edit positions after registration.
- VII. Review students who have RSVP'd to the fair by clicking the Students tab (shown).
- VIII. Search and view which students have expressed interest in your company.
- IX. Select students to send an email, export to Excel, or generate a PDF of their resumes.

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## Fall Career Days 2011

Registration Info Accounting Positions Students

To view PDF files, you need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Major:

Degree Level:

Class Level:

Work Authorization:

Keywords:

searches student name and email address.

Has Resume:  yes  no

Has Interest:  yes  no

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Attendee	Major	Degree Level	Class Level	Graduation Date	Resume
<input type="checkbox"/> Anoop Agrawal	Accounting	PhD	Alumni	Mar, 2009	
<input type="checkbox"/> Brent Franks	Business, Engineering	BSBA	Undergraduate Student	Dec, 2010	
<input type="checkbox"/> David Brents	Sociology, Accounting	PhD	Undergraduate Student	-	