



**Employer Guide:
Working with Students**

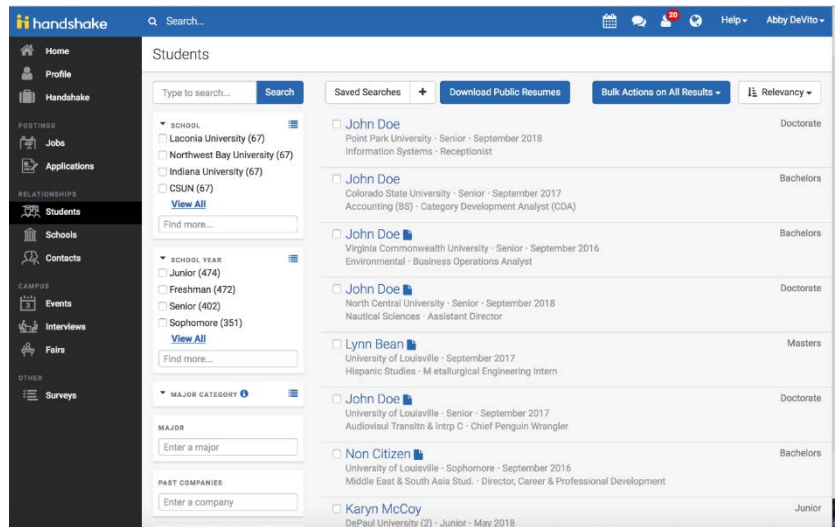
How Do I Search for Students?

To search for students at universities that you have connected with:

1. **Click Students** on the left-hand navigation bar
2. **Select** the criteria for your search on the left side of the screen

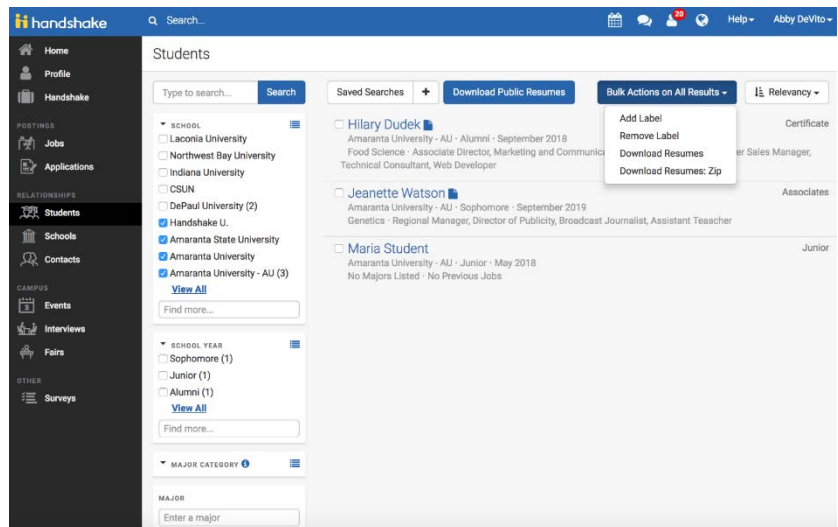
We have seen the best results by searching for:

- Major groups
- Skills
- Organizations
- Keywords (e.g., Student interests, programming languages, awards)
- School year
- Schools




If you are interested in downloading students resumes:

1. **Click Bulk Actions on Checked Items** in the upper-right hand corner
2. A drop-down menu will appear. **Click Download Resumes** or **Download Resumes: Zip** depending upon your preference
3. A window will pop up. **Click Confirm** to proceed with the download
4. A window will appear when your results are ready. **Click the link** to view your results



Note: For employers there is a 50 student limit and for career services there is a 500 student limit on public document downloads

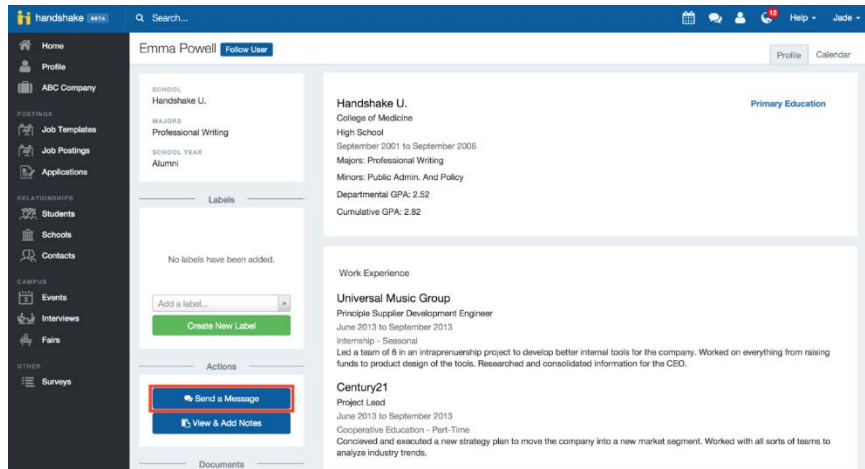
5. You will then be sent a download of students resumes

Tip: In certain tabs on the left-hand navigation bar (for example, Jobs), your results may also be downloaded in a .csv file. To do this, **Click**  (the download icon) to the left of the Bulk Actions on All Results tab. Your results will download to directly to your computer as a .csv file.

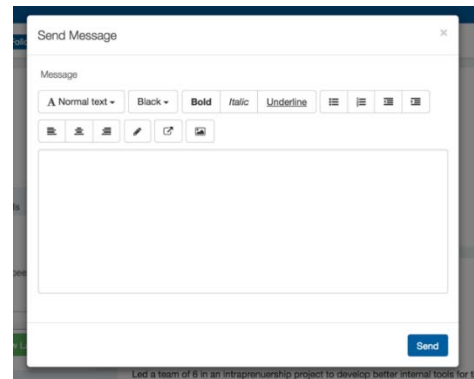
How Do I Send A Student A Message?

Would you like to connect with a student about a possible job or internship at your company? To find students view: [How do I search for students](#)

1. Click on their name from the search results
2. Scroll down to the actions section of the student profile
3. Click **Send a Message**



Format your message, add images or links to a posting at your company and click **Send** when you are ready!



To view your sent messages click the **Message** icon located in the stop search bar.

