

How to Make  
Changes to your  
RIT University  
Wide Career Fair  
Registration

# **Adjusting your Career Fair Registration**

# Employers are welcome to modify their career fair registration and can do so up until the Friday before the event!

Modifying your registration is **easy** by simply following the steps below:

- Log into your [Career Connect/Symlicity](#) account
- Click on **Events > Career Fairs**
- Select the **University-Wide Career Fair**

The screenshot displays the RIT Career Connect/Symlicity dashboard. The top navigation bar is orange with the RIT logo on the left and user initials 'AG' on the right. A left-hand navigation menu lists: Home, Employer Profile, Jobs, OCR, **Events** (circled in yellow with an arrow pointing to it), Resume Books, Surveys, Calendar, My Account, and Give us Feedback. The main content area features five service tiles: Post a Job, Applications (non-OCR), On-Campus Interviews, Recruit Smart (with the SYMPPLICITY recruit logo), and Career Fairs. Below these is an 'Upcoming Events' section with a 'Request Information Session' button. The event listed is 'University-Wide Career Fair Spring 2025- March 5, 2025', with 'Registered' circled in yellow. The word 'Events' is visible at the bottom of the page.

# University-Wide Career Fair

University-Wide Career Fair Spring 2025- March 5, 2025

Mar 5 10:00 AM - Mar 6 4:00 PM

Overview

Attending Students

## About

This signature event, hosted by RIT's Office of Career Services and Cooperative Education, offers our employer partners access to co-op as well as full-time candidates from our diverse portfolio of academic programs.

### Your Registration



Your Name



Confirmed



View your invoice

- Under **Your Registration**, click on the **pencil icon** next to your name. This will open your career fair registration.

Looking for a copy of your invoice?  
You can find it here!

Recruitment Locations: Rochester NY, BUFF, NJ, Nationwide

## Students of Interest

Accepts OPT/CPT: Yes

Position Types: Co-op/Internship

Skillsets your organization is recruiting: 3D Design/Modeling, Accounting

## Payment Information

Payment Method: credit card

## Options: Career Fair Day

Reps Attending- Max 5 per organization: 4

Requesting Power?: Yes

## Options: Interview Day

Reps Attending- Max 5 per organization: 1

How many interview tables will your organization need?: 1

Requesting Power for Interview Day?: Yes

Modify

- At the bottom of the career fair summary page, click **“Modify”**. The button is in the lower left-hand corner.

## Options: Interview Day

Reps Attending- Max 5 per organization: 1

How many interview tables will your organization need?: 1

Requesting Power for Interview Day?: Yes

Modify

Modify all necessary fields. This may include adding additional events, changing your skillsets or majors, and/or adding your attending representatives contact information, etc.

Our office sends weekly **Get Career Fair Ready** emails starting 4 weeks before the career fair. You may add additional email addresses of those within your organization that should receive this correspondence under **Organization Information** in your registration.

Please list all email addresses of those within your organization that should receive career fair correspondence.  
Separate each with a comma.

**Additional Email Addresses**

Previous

Next

## Add Your Representatives Contact Information!

✓ Events and Fees

✓ Contact Information

✓ Profile Information

✓ Payment Information

**Options: Career Fair Day**

Previous Review And Confirm

**i** The following options will apply to Career Fair Day.

How many reps will attend?  
Reps Attending- Max 5 per company\*

Representative Information

Previous Review And Confirm

Ensure your registration includes contact information for all representatives attending the fair. Contact information will include: representative name, email, alumni status, & contact release authorization.

**This step is essential as each representative will receive a unique, non-transferable QR code for check-in.** QR codes will be sent to the email addresses provided on the Monday before the event from [ajgoce@rit.edu](mailto:ajgoce@rit.edu)

Under **Options: Career Fair Day**

- Select “**Add New**” and enter the representatives information.
- Click **Review and Confirm** when done.

# Questions?

Email [ritcareerfair@rit.edu](mailto:ritcareerfair@rit.edu)