

## Employer Hire a Flyer Instructions \*Student Search Module\*

*Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the “First Time / Overview” instructions located here: <http://careers.udayton.edu/instructions.asp>*

1. Clicking the **Student Search** menu item will take you to the **Student Search Criteria** screen. Here you can specify exactly what type of students you are seeking. **NOTE:** If you do a search using the **Keyword** field, it will search through the students’ resumes for the specific word or phrase.
2. Next you are brought to the **Search Results**. This displays every student who matches your criteria and has an active account in Hire a Flyer. Clicking on the student’s **name** will bring up his/her details. This detail screen also allows you to view the student’s **resume** and academic information.
3. From this **Search Results** screen, you can create what is called a **packet**. This packet is a dynamically generated PDF report. It will contain a list of all students included in the packet as well as copies of their resumes. To generate this packet, simply click the check-boxes next to the names of all the students you want included. Then just click the **Create Packets** button at the bottom. If you check the **email packet to self** box, a link to the packet will be sent to the email address in your contact info.

The following students meet your search criteria.

- **View student information** - click the student name for the desired student.
- **Sort the list of students** - click on any column heading.
- **Create a resume packet** - check the box of the student(s) you are interested in or click **Select All** to include the resumes of all students in your search results and click **Create Packets**.  
*NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.*
- **Perform a different search** - click [Change Criteria].
- **Save a search** - click [Save Search] to save the criteria of a specific search. These can be easily accessed from the Saved Searches section on the **Home** page.

**Student Search Results** [Change Criteria] [Save Search]

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	First Name	Last Name	Applicant Type	Classification	Expected Graduation	Majors (click Add)	Email
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2007	CHEMICAL ENGINEER	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student, Internship	GRAD STUDENT	May 2006	MECHANICAL ENGINEER, UNDECLARED	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2009	MECHANICAL ENGINEER	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	December 2007	ELECTRCL ENGINEER	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2009	MECHANICAL ENGINEER	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2010	COMMUNITY COUNSLNG	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2009	MECHANICAL ENGINEER	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2008	COMPUTER ENGINEER, ELECTRCL ENGINEER	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2009	ENGLISH	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	May 2008	MIDDLE CHILDHOOD EDUCATION, SCHOOL COUNSELING	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	August 2008	ELECTRO-OPTICS, MATHEMATICS, PHYSICS	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Graduating Student	GRAD STUDENT	August 2008	ENGLISH	[Redacted]

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check to email packet to self

Select All Create Packets Mass Email

