How to RSVP to CareerSpot Programs

Students have the ability to RSVP through CareerSpot to workshops, programs and Employer Information Sessions.

You will need to log into your My.Lafayette.Edu portal and click ‘Visit CareerSpot’ located under the “Get Student Career Support” block.

From your home page there are two ways you can view the events and RSVP to those you are interested in attending. You can click the Upcoming Events Tab or view the events through My Calendar.

If you click Upcoming Events you the type of programs you wish to view either Workshops & Programs or Information Sessions.
After you select the type of programs you wish to view you will see the upcoming program list. Once you find the programs you are interested in attending, just click the RSVP button to add yourself to that program.

You can also RSVP to programs while you are in My Calendar.
Click My Calendar tab and choose your view: Day, Week, or Month. The programs for that particular time will be displayed.

To view program details you can hover over it for a ‘quick view”. To RSVP click on the ‘quick view’ box.
The details of the program will display and you can click the RSVP button to add your name to the program.

Once you’ve clicked the RSVP button the system will indicate the programs that you’ve signed up for and will send you reminder emails 24hr prior to the program.