Employer Information

How to View & Manage Submitted Resumes

1. Log into CareerBuzz using your email address and password (or, if you're already logged in, click on HOME on the menu bar). Go to the **JUMP TO** dropdown option directly below the main employer toolbar and choose the 'GATech – Career Services' option. **NOTE:** We are partnering with our Career Services office, and their side of the CareerBuzz system will be housing On-Campus Recruiting (OCRs).

2. Click on the **OCR Applicants** Quick Link to view students who applied for OCR jobs (or click on the OCR menu across the top of your screen, then click on the **Applicants** tab).

3. **View the List of Applicants.** You can see names, position applied to, and the documents submitted, as well as the status.

A. **Last Name**: Notice that the last name is a link. Click this link to go to the *Applicant Status* page. If you have more than one schedule/day and want to choose which schedule/day this particular applicant can sign up, you can decide.

B. **Documents**: To view a resume in PDF format click on the paper icon with the "R" on it.

C. **Status**: Use *Status* to **make your interview decision** for each applicant. If you see the "*Select has not yet begun"* message in the *Status* column, that means the students are still able to apply. After the *apply* deadline and during the employer decision dates, the status will read *pending*. During the pending phase, employers are able to record their decisions. Checkmark multiple students and click on the *Change Status To* drop-down menu to mark a **batch** of students as *Not Invited*, *Invited*, etc.

D. **If you have more than one schedule and/or are coming more than one day** and you want to "force" invited students onto a certain schedule or day, you can do so when you invite them. Click on their names on the *Applicants* page. You'll see where you can mark them *invited* from this page. When you mark them *invited*, the screen will refresh and you will see the drop-down menu called *Available Dates*. Select the date for the schedule desired for these students.

4. **View Schedule.** Once a student signs up for an interview, the interview details appear under the **Interviews** tab. You can also view your schedule(s) in the interview schedule format by clicking on the *Schedules* tab and then on the *View Interview Schedule* link on the left.

IMPORTANT INFORMATION ON INVITING/NOT INVITING STUDENTS:

A. Once you change the status for each applicant from *Pending* to *Invited*, *Not Invited*, etc., you are finished. **You do not need to save or submit your changes** because the system automatically saves your changes. You can make changes until the Student Sign-up Period begins. After that, the status choices will no longer be available. *Note: The students see* Pending *as their status until their sign-up period begins regardless of their status from your perspective.*

B. Students marked *Pending* from your perspective **will be automatically changed to Not Invited** at the end of the Employer Select Period unless you've specifically invited them to join your schedule.

C. **Once an *invited* student signs up on your schedule, he or she will no longer appear on the *Applicants* page,** but will instead appear on the Interview page. As noted above, you can view the list of students who have signed up for an interview time by clicking on the Interviews tab. You can also view your schedule(s) in the interview schedule format by clicking on the *Schedules* tab and then on the *View Interview Schedule* link on the left.

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