

Employer Information

**How to Post Your Non-OCR Job**

*(Non On-Campus Recruiting jobs postings are those which do not require a Georgia Tech interview schedule)*

1. Log into your CareerBuzz account at

<https://gatech-csm.symplicity.com/employers/>

1. From the home page click on the Quick Link – **Create Non-OCR Job Posting** toward the bottom of the list **OR** you can click on the **Jobs** menu across the top and then on the **Register and Post a Job for GT Students (FREE – No Fee applied).** (If you have accounts with multiple schools and want to post one job to multiple schools, you can do so by clicking on the Quick Link: *Create NACElink job postings* but keep in mind that NACElink does charge for this. Georgia Tech does not charge employers to post on the Georgia Tech site. )
2. Complete the New Job form. Some of the fields include:
3. **Job Description:** Please provide as much information as possible.
4. **Resume Submission:** You can choose how you want to receive submitted resumes:
	1. **Email:** Resumes will be emailed to you as they are submitted
	2. **Online:** Log into your CareerBuzz account, click on the jobs menu, then Student Resumes tab to see applicants’ resumes.
5. **Start Date:** Choose the date on which you would like the student to start working. This should generally correspond with the first day of the semester.
6. **Starting Semester of Work:** Choose the desired starting semester—Fall (August), Spring (January), or Summer (May).
7. **Expiration Date:** The date your posting will no longer be available.
8. **Position Type:** Choose on from Co-op, Grad Co-op, Internship, or International Internship/Co-op
9. **Grad Start Date:** Select the earliest graduation date you will consider.
10. **Grade End Date:** Select the latest graduation date you will consider.
11. **Work Authorization:** Select work authorization(s) your organization is allowed to consider. (Hold Ctrl key to make multiple selections)
12. **Desired Majors:** Choose all the major your are interested in interviewing
13. Click the **Submit** button when your posting is ready.

**Note:** Your job will be **PENDING** until we approve it. When it has been approved, you will see a green check mark beside the job in the *Approved* column. You’ll also get an email confirmation. Our office will choose an appropriate expiration date for each job. Please contact us if you need to change the deadline.

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