



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.symlicity.com/employers/>
2. 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.)
3. Complete the New Job form. Some of the fields include:
 - A. **Job Description:** Please provide as much information as possible.
 - B. **Resume Submission:** You can choose how you want to receive submitted resumes:
 - a. **Email:** Resumes will be emailed to you as they are submitted
 - b. **Online:** Log into your CareerBuzz account, click on the jobs menu, then Student Resumes tab to see applicants' resumes.
 - C. **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.
 - D. **Starting Semester of Work:** Choose the desired starting semester—Fall (August), Spring (January), or Summer (May).
 - E. **Expiration Date:** The date your posting will no longer be available.
 - F. **Position Type:** Choose on from Co-op, Grad Co-op, Internship, or International Internship/Co-op

- G. Grad Start Date:** Select the earliest graduation date you will consider.
- H. Grade End Date:** Select the latest graduation date you will consider.
- I. Work Authorization:** Select work authorization(s) your organization is allowed to consider. (Hold Ctrl key to make multiple selections)
- J. Desired Majors:** Choose all the major your are interested in interviewing

4. 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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