

Georgia Institute of Technology – Career Services

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Employer Information

HOW TO COMPLETE YOUR SCHEDULE

Step 1 - Create New Schedule Request

- A. Log into CareerBuzz using your email address and password (or, if you're already logged in, click on HOME on the menu bar.)
- B. Click on **Create New Schedule Request** under Quick Links (or click on the OCR menu choice, then click on the Request A Schedule tab, then click the Add New button.)
- C. Complete the fields under **New Interview Schedule Request** using the information provided below.

Note: The system will automatically refresh after some of your choices are made.

- a. **Recruiting Session:** select **the semester and year you wish to interview** (i.e. Fall 2007)
- b. **OCR Model:** Choose ONE from the options below. (We can change this later if necessary.)
 - 1. **Room Only** – You are making any/all schedule arrangements and only need a room from us.
 - 2. **Pre-Select Only** - Students submit resume on line for your review. Only invited students can sign up for an interview time.
 - 3. **Pre-Select to Alternate** - Employer initially screens students and makes invitations online. Several Alternates are chosen from the applicant list to interview if any of the invited students don't sign up. Invited students will have first access to signing up, then Alternates.
- c. **Interview Date:** select the date you would like to come to Georgia Tech to conduct interviews. Be sure to review the Availability column on the right to make sure we have enough rooms to accommodate you on the date you'd like to come to Georgia Tech. (You'll set Number of Rooms below).
- d. **Time Slot:** select Full Day or if you just need a morning or afternoon schedule, you can make that choice. (ex: the 30-minute Full Day Schedule runs from 9:05-4:30 with 75 minutes for lunch from 11:50-1:05. If you'll need additional breaks during the day, you'll need to set those when you are making your schedule details under the Room/Timeslot Availability screen.
- e. **Number of Rooms:** Refers to the number of separate interview schedules/interview rooms you'll need. (One schedule per room, but you can have more than one job attached to a schedule.)
- f. **Location:** All interviews are held in the Bill Moore Student Success Center.

- g. Interview Length:** You have a choice of 30 minutes, 45 minutes, 60 minutes or 90 minutes.
- h. Position Type:** Select type of position(s) for which you will be interviewing. You may choose both Full Time and Internship if you'll be interviewing for both on the same schedule.
- i. Notes:** Please include any additional scheduling information you'd like us to know here. Click on **Submit**. ****If the form comes back blank, this means it was sent to us.** You'll receive an email confirmation that we have approved your schedule. If you need more than one schedule, you can submit your next one following the same procedures.

Step 2 - Assign Job Posting and Screening Criteria or Add Another Job to Schedule

You will receive an e-mail confirming that your schedule request has been reviewed and assigned. You must then complete your schedule by entering a job description and selecting majors desired.

A. Log In: Click on the link provided in your e-mail if you're not already logged in. (If you click on the link provided in the email, you'll need to click on Employers to access the Log-In page.)

B. Get to your Schedule(s) page: Under Alerts you'll see "1 OCR Schedule in need of a position(s)" (If you don't see this Alert, your schedule probably hasn't been approved yet.) OR click on the OCR menu, click on the Schedules tab to get to the Schedule page. You'll see your schedules listed by date.

Under the Options column click on the **Attach Position** button. ****(If you've already got a job attached and you later want to attach another one,** you can click on the schedule date and then under the Positions Recruited section click on the Create/Attach Positions button.

If the apply period has already opened for this schedule, we'll need to close it before the system will allow you to add another job to that schedule. Just email us to let us know you'd like to add a job and we'll turn it off and then turn it back on when you're finished.)

C. Create/Attach Position:

- a. Click on the **Copy/Create A New Position** button to create a new position for this schedule or copy an existing position.
- b. **Link A Position From Another Schedule:**

D. Complete the Position Information form: (notice your Schedule Details on the top right of the page.)

- 1. Position Type:** Select type of position this job will fill.
- 2. Copy Existing:** Choose the existing job you'd like to attach to this schedule.
- 3. Title:** Enter the name of the job.
- 4. Description:** Enter your job description. Please enter as much information as possible so students will be able to tell if they would be a good match for your position.
- 5. Contact Information:** Enter any additional information besides your name that you'd like the students to see.
- 6. Additional Documents:**
- 7. Salary Range:** Provide a salary range if you'd like to.
- 8. Location:** Provide location information for your position if you can.

9. Under Screening Criteria: (You won't see this section until you choose your Position Type.) *All Screening Criteria are *required fields for students* to meet in order to apply to your position .

a. Grad Date - From: select earliest grad date you would consider.

b. Grad Date - To: select latest grad date you would consider.

c. Major*: select Desired Majors* - select multiple majors by holding down Ctrl key

d. Degree Level: Select ALL degrees you'll consider. If you only select Master's, students earning a Bachelor's degree will NOT be able to apply. Choose both by holding down the Ctrl key as you select.

e. Work Authorization: select work authorization(s) your organization is allowed to interview.

10. SAVE: When finished with this position, click on:

a. Save & Attach Another: to attach another position to this schedule or another schedule.

b. Save & Finish: When you have finished attaching jobs to this schedule, click this button.

***To Edit a Position:** To edit a job attached to a schedule, click on the job name. After you make your changes, click on the **Submit** button. If you want to erase your edits, click on the **Reset** button.

E. Tasks Menu: After you get your jobs attached, you'll be on the Schedule screen. On the left of your screen you'll see the Tasks menu. This is where you can edit your information and see even more details such as:

(note: You will only see the links that are relevant to the particular schedule you are viewing. For instance, if it's too late to add another job to your schedule, you won't see option number 3 under your Tasks heading.)

1. Review Schedule:

A. Positions Recruited: shows you your current jobs, the schedules they are attached to, interview date(s), number of rooms, and number of applicants and interview slots.

B. Schedule Details: shows you all the relevant information and dates for your schedules – including student & employer deadline dates. The Edit Schedule Details button will allow you to edit certain information about your schedule depending on where the schedule is in the OCR process (for example, you won't be able to change the interview length after students have begun signing up.)

C. Interviews Scheduled: Allows you to see which of the invited students have signed up and their interview time.

D. Applicants: Shows you the list of all of your invited students.

2. Edit Schedule Details: This is another way to edit the same information as in 1B above.

3. Attach Positions for Recruitment: Click here to attach another position to one of your schedules.

4. View Interview Schedule: You can view your interview schedule for each of your interview rooms. You can see what students are signed up in each time slot.

5. Room/Timeslot Availability: *If you have more than one job and want each job to have separate rooms/schedules, this is where you can make that happen.* Just select the job in the drop down menu and make sure the +signs are turned on only for the number of rooms you want this job interviewed in. (If you have any questions, contact Career Services and we will be glad to help you.) You can also make adjustments to your schedule, block out times you don't want to use for interviewing, change your last interview time to earlier in order to leave early, etc. Remember, once students begin signing up, changes to your schedule cannot be made.

6. View Another Schedule: This takes you back to the list of your schedules found when you clicked on the Schedules tab. You can click on another schedule date to view all these details for another of your schedules.

7. Request A Schedule: Click this link to request additional schedules.

For additional information contact:

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Reference: Information and format used in this document were adapted from Auburn University's Career Development Services "What is Tiger Recruiting Link?"