STUDENT INSTRUCTIONS
Center for Career Discovery and Development (C2D2)

CareerBuzz is Georgia Tech’s portal for recruiting co-ops, interns, part-time, full-time, and temporary-seasonal hires.

As you navigate the system, you will be able to complete your Experiential Learning application so that you can apply to co-op and internship positions, schedule an appointment with your C2D2 advisor, and apply for job postings. *Job postings* are positions not associated with on-campus interviews. Please let us know if we can help you in any way as you use CareerBuzz.

CareerBuzz Website:
[https://gatech-csm.symplcity.com](https://gatech-csm.symplcity.com)

These instructions cover:

- Logging into Your CareerBuzz Account
- Navigating Your Account & Changing Your Password
- Completing your Experiential Learning Application
- Scheduling an Appointment with your C2D2 Advisor
- Uploading Your Resume
- Searching for, Understanding, and Applying to Job Postings
- Applying for an On-Campus Recruiting (OCR) opportunity
- Ask Buzz!
Logging into Your CareerBuzz Account

Fig. 1

Sign in

The CareerBuzz system is integrated with the Georgia Tech Student System (BANNER), so all active students enrolled at Georgia Tech should already have student accounts in the system. Your Username is your Georgia Tech identification number (GTID). Ex: 90xxxxxxx

To retrieve your password, the easiest thing to do would be to reset your password using the ‘Forgot Password’ link on the CareerBuzz homepage (Fig. 1). Once you click on the link, you will receive an auto-generated email from CareerBuzz giving you the opportunity to reset your password. This email will be sent to your official Georgia Tech email address. IF you do not receive this email or you experience any issues using this feature, please email us at careerdiscovery@gatech.edu and we look into the problem.

Navigating your Account & Changing Your Password

Fig. 2
Once you log into your CareerBuzz account, you will be presented with a homepage where we inform our students of pertinent information by posting announcements. At the top of the page, you will see the main student toolbar which has the following sections:

- **Home** - Link that will always return you to your homepage
- **My Profile** - Area where all of your student data is located. This data comes from the Georgia Tech student system.
- **My Documents** - Area in which you upload your resume and other credentials
- **Jobs** - Area in which you can search for jobs
- **Employers** - Area in which you can view basic employer information from employers that are currently working with Georgia Tech. In addition, you can keep track of employers that you designate as your ‘favorite’ employers.
- **Surveys** - Area in which you can keep track of the surveys that you complete
- **Events** - Events that you’ve attended are stored
- **Calendar** - Your personal calendar in CareerBuzz

Directly below the main student toolbar between the **Search** field and the **Log Out** button on the CareerBuzz homepage, there is a **My Account** link that allows you to control your notification/privacy settings as well as change your password (Fig. 3).

- The **Notification/Privacy** section deals with whether you would like to set up your mobile phone to receive text messages of CareerBuzz alerts.
- The **Password** section allows you to reset your password to a personal password of your choosing.
- The **Active Summary** section gives you a history of your interaction in the CareerBuzz system

Fig. 3

In addition to your main toolbar, you have three self-explanatory sections on the right side of our browser window that assist you in navigating around your CareerBuzz account:

**MY QUICKLINKS**
• Jobs I Qualify For
• Search Jobs (all jobs)
• Campus Interviews I Qualify For
• Pending Campus Interviews
• Career Finder
• Scheduled Campus Interviews
• My Activity Summary
• Request a Advisor Appointment
• Submit/Update Your Exp. Learning Application
• Submit/Edit a Co-op/Internship Placement or Access Reports
• Career Explorer

JOB SEARCH

• Co-op
• Internship
• Graduate Co-op/Internships
• Work Abroad

GETTING STARTED

• Account Created
• Personal Profile
• Academic Profile
• Privacy Settings
• Resume

In addition, CareerBuzz allows you to integrate your account with your Facebook and Linkedin accounts.

![Facebook logo](facebook.png)  ![LinkedIn logo](linkedin.png)

Completing Your Experiential Learning Application

To apply to Cooperative Education or Internship opportunities on CareerBuzz, you must first submit an Experiential Learning Application and have it approved by a member of the Center for Career Discovery and Development staff. The application form is located under the MY QUICKLINKS section of your CareerBuzz homepage (Fig. 4).
The following questions are asked on the Experiential Learning Application:

**Co-op/Internship Program Application Information**

Are you interested in becoming a member of the Co-op/Internship Program?*

What type of degree are you pursuing here at Georgia Tech?*

**Global Internship Program (GIP) Information**

Are you interested in working an international assignment?*  
Country (or Countries) of Interest*

**Experiential Learning Online Orientation**

**NOTE:** The online orientation is a Prezi presentation that you simply need to acknowledge viewing.*

**Terms & Conditions**

Terms & Conditions

I agree to the above statement.*  
Today's Date*

**NOTE:** Enter the date in which you complete your application so that your applications can be reviewed and processed.
Scheduling an Appointment with Your C2D2 Advisor

ADVISORS LIST

Here is a breakdown of the Center for Career Discovery and Development (C2D2) advisors and the majors in which they advise. Locate your advisor from your program of interest:

Undergraduate Co-op / Undergraduate Internships

Aerospace Engineering (AE)  Karen Houston
Biomedical Engineering (BMED)  Rob Rogers
Business Administration (BA)  Dennis Lindsay
Chemical & Biomolecular Engineering (CHBE)  Rob Rogers
Civil Engineering (CE)  Wayne Thompson

College of Science  Sonia Anderson
- Biochemistry (BCHM)
- Biology (BIOL)
- Chemistry (CHEM)
- Discrete Math (DMTH)
- Earth & Atmospheric Sciences (EAS)
- Mathematics (MATH)
- Physics (PHYS)
- Psychology (PSYC)

College of Architecture  Sonia Anderson
- Architecture (ARCH)
- Building Construction (BC)
- Industrial Design (ID)

Computer Engineering (CMPE)  Sonia Anderson
Computer Science (CS)  Lanie Damon
Electrical Engineering (EE)  Sonia Anderson
Environmental Engineering (ENVE)  Wayne Thompson
Industrial Engineering (IE)  Karen Houston

Ivan Allen College  Dennis Lindsay
- Computational Media (CM)
- Economics (ECON)
- Economics & International Affairs (EIS)
- Global Economics & Modern Languages (GEML)
- Public Policy (PUBP)

Ivan Allen College  Rob Rogers
- Applied Language (ALIS)
- History, Technology & Society (HTS)
- International Affairs (INTA)
- International Affairs & Modern Languages (IAML)
- Science, Technology & Culture (STC)
On the CareerBuzz homepage under the MY QUICKLINKS section, click on the ‘Request an Advisor Appointment’ link (Fig. 5).

Fig. 5

On the Advisor Appointment Screen (Fig. 6), do the following to schedule an appointment with your advisor:

Fig. 6
1.) Select your **Counseling Type**
2.) YourCar advisors will be displayed under the **Counselor(s)** section. Make sure that the advisor you want to meet with is the ONLY one checked
3.) Go to the Calendar section (Option #2). The days that will be available will be grey and will be able to be selected.
4.) Once you select a day, a pop-up window will display the appointment times available for you to select.
5.) Once you select a timeslot, your request will be displayed in the **Request** area (Option #3). Add any additional notes to help your advisor prepare for your meeting.
6.) Submit your request to finalize your appointment.

**Uploading Your Resume**

On the main CareerBuzz Toolbar (Fig. 7), there is also a **My Documents** tab that will allow you to upload your resume and other credentials. Once you click on this option, you will be taken to a page where all of your documents will be housed. To add a document to your document library, simply click the **Add New** button.

**Fig. 7**

On the Resume/Documents page (Fig. 8), you have the choice of selecting the following document types:

- Resume
- Cover Letter
- Unofficial Transcript
- Writing Sample
- Other Documents

**NOTE:** Be aware that the maximum file size for files uploaded into the system is 500kb.

**It is highly recommended that you combine your cover letter, resume, and other documents into a single file when submitting your credentials for a job opportunity. Most employers prefer receiving a single document to review.**

**Fig. 8**
Apply to a Job Posting Opportunity

On your CareerBuzz main toolbar, click on the ‘Jobs’ tab to gain access to jobs postings. You will notice that you will have the option to select the following from a dropdown list:

- CareerBuzz Jobs (ALL jobs on the system)
- NACELink Network Jobs (access jobs on the NACELink network: http://nacelinknetwork.us.jobs)
- Co-op
- Internship
- Graduate Co-op/Internships
- Global Internship Program jobs

If you choose one of the four program links, you will be taken to a job results page that will display all of the jobs posted for that program type (Fig. 9).
Jobs in which you will be eligible to apply will be visible. Jobs in which you do not meet the job screening requirements will be grayed out. Screening criteria which will prevent you from applying for a position include:

1.) Program Type (Co-op, Internship, Graduate Co-op/Internship, Global Internship Program)
2.) Major
3.) Work Authorization (US Citizen, Permanent Resident, H-1 Visa F-1 Visa, J-1 Visa)
4.) Academic Classification (FR, SO, JR, SR, MS, DR)
5.) GPA
6.) Degree Level (Bachelors, Masters, Doctorate, Post-Doc)

You can review all job listings by simply clicking on the job title, which will allow you to view any information about the position that the employer provides.
Once you find a job you qualify for and are interested in applying to, simply click on the APPLY button and do the following:

- Choose a resume for your approved documents
- Add any notes that you would like to enter for the employer
- Submit your application

And you’re done!

Applying to an On-Campus Recruiting (OCR) Opportunity

On your CareerBuzz main toolbar, click on the ‘Jobs’ tab to gain access to jobs postings.

On the Jobs Search screen, you have the option to search by either Job Listings, Interviews, OR BOTH by making the selection under the SHOW ME field. Once you have selected Interviews, the same screening criteria that came into play with Job Postings applies to Interviews.

If you find an On-Campus Recruiting opportunity in which you are interested, you simply apply to the position the same way you apply to a Job Posting. But unlike a job posting, you will see under a OCR listing that you have interview types that you need to be aware of:

- **Pre-Select** – Interview session where an employer selects you to interview with them
- **Pre-Select to Alternate** – Just like a Pre-select schedule, except the employer wants to have a list of alternates available in case they do not find the applicant they want from the initial interview

Once you submit your credentials to an on-campus recruiting position, there is no guarantee that you will be chosen as an interview candidate. But if you are chosen, you will be contacted via email. This email will be delivered to your Georgia Tech email address, and you will also be informed through your CareerBuzz account on your homepage.

You will need to be aware of the following periods during the life of your interview schedule:
- Resume Submission Period
- Interview Schedule Sign-Up Period (IF you are chosen as an applicant)
- Interview Cancellation Period (IF you get on an interview schedule and then need to cancel it)

**NOTE:** It is imperative that you keep your advisor informed of your on-campus interviews and please do not hesitate to contact him/her if you have any questions concerning your interviews. Advisors are a valuable source of information and guidance.
Q. I have forgotten my password. Can C2D2 view it or re-set it for me?
A. C2D2 cannot view or re-set your password, which is encrypted for security. Please click the “Forgot Password” link on homepage and CareerBuzz will send you a new password. IF you have any issues with the “Forgot Password” link, email us at careerdiscovery@gatech.edu and we look into the problem.

Q. The back arrow doesn’t take me back to the previous screen.
A. A quirk in CareerBuzz may cause your browser’s Back arrow to not work properly. When this happens, a Back arrow fortunately appears inside the CareerBuzz screen at the top of the screen and to the right of the title of the screen in which you are working. Use this Back arrow instead.

Q. I can’t see the link for Requesting a Counseling Appointment CareerBuzz.
A. There is probably an issue with your User Rights for that feature of CareerBuzz. Simply contact our office at 404-894-3320 or email us at careerdiscovery@gatech.edu and we will look into the problem.

Q. I need to cancel my on-campus interview. How do I do that?
A. You do have the capability to cancel your on-campus interview appointment with an employer if you are on an interview schedule. It is a pretty simple process that can be controlled from your CareerBuzz portal. But you must be aware of the cancellation period of your OCR position, because you can only cancel your interview during this time. You can also contact your advisor to assist you in this process, and it is highly recommended that you keep him or her informed of all cancellations.

Q. What is the difference between a co-op and an intern?
A. Undergraduate co-ops at Georgia Tech must complete at least three work terms with the same employer. Work terms alternate with school terms to give students ample opportunity to apply their studies and to give employers a chance to observe and benefit from students over an extended period. Undergraduate internships are usually a one-semester-only commitment for the student and the employer, although two-semester internships and other arrangements are possible. Graduate co-ops work one or more semesters.