How to Create an Interview 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. Go to the JUMP TO dropdown option directly below the main employer toolbar and choose the ‘GATech – Career Services’ option. We are partnering with our Career Services office, and their side of the CareerBuzz system will be housing On-Campus Recruiting (OCRs).

C. 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)

D. Complete the fields under New Interview Schedule Request using the information provided below

E. Recruiting Session: Select the semester and year in which you wish to interview.

F. OCR Model: Choose ONE of the below options
   a. Room Only – You are making any/all schedule arrangements and only require a room from Georgia Tech.
   b. Pre-Select Only – Students submit resumes online for your review. Only invited students can sign up for an interview time.
   c. Pre-Select to Alternate (Recommended) – Employer initially screens students and creates invitations online. Several alternates are chosen from the applicant list to interview if any of the invited students do not sign up.

G. Interview Date: Select the date on which 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 upon arrival.

H. Time Slot: Select Full Day unless you only require a morning or afternoon schedule. Selection of a time period for each interview will result in morning and afternoon breaks in addition to a lunch break. If additional breaks during the day are desired please set those times while making schedule details under Room/Timeslot Availability.
I. **Number of Rooms**: Refers to the number of separate interview schedules/rooms needed by the employer. (You should have one schedule per room, but more than one job may be attached to a given schedule.)

J. **Location**: All interviews are held in the Bill Moore Student Success Center

K. **Interview Length**: Choose from 30, 45, 60, or 90 minutes sessions

L. **Position Type**: Select type of position(s) for which you will be interviewing.

M. **Notes**: Please include any additional scheduling information here

N. **Submission**: If the form comes back blank after clicking submit then it was sent to us. An email confirmation will be sent once your schedule is approved. If more than one schedule is required, submit another following the same procedure.

**Step 2 – Create Job Posting and Assign Screening Criteria**

Once the email confirmation signifying the schedule request has been reviewed and assigned is received, the employer must then complete the schedule by entering job descriptions and selecting majors desired.

Jobs will be approved in approximately two business days. Advisors will call with additional questions if issues with Job Postings arise.

A. **Log In**: [https://gtdopp-csm.symplicity.com/employers/](https://gtdopp-csm.symplicity.com/employers/)

B. Go to the JUMP TO dropdown option directly below the main employer toolbar and choose the ‘GATech – Career Services’ option.

C. **Select Schedule(s) page**: Under Alerts you will see 1 OCR Schedule in need of a position(s). (Note: This alert will not appear until our office approves your interview date.) Select OCR Menu, click on the Schedules tab to get to the Schedule page. The schedules will be listed by date. Under the Options column click on the Attach Position button.

D. **Create/Attach Position**: Click on the Copy/Create a New Position button to create a new position for this schedule or copy an existing position. If you already have a job attached and want to add another later, 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 addition of another job to that schedule. Email us letting us know you’d like to add another, and we will help you with the process.

E. Complete the **Position Information** form (notice Schedule Details at top right):

   a. **Position Type**: Select the type of position this job will fill.
b. **Copy Existing:** Choose the existing job you’d like to attach to this schedule.
c. **Title:** Enter the name of the job
d. **Description:** Enter the job description. Please include as much information as possible for the student to better ascertain if they will be a good match for the particular position. If you offer benefits, include them in the description.
e. **Starting Semester of Work:** Choose the desired starting semester—Fall (August), Spring (January), or Summer (May).
f. **Contact Information:** Enter any additional information besides your name that you would like the students to see.
g. **Salary Range:** Provide a salary range if you like
h. **Location:** Provide the physical location of the job

F. **Screening Criteria** (you will not see this section until Position Type is chosen): All Screening Criteria are **required fields for students** to meet in order to apply to your Job Postings.
   a. **Grad Date – From:** Select earliest graduation date you would consider.
   b. **Grad Date – To:** Select latest graduation date you would consider. Err on the side of listing a date five years into the future for co-ops, who may start working as early as the freshman year.
   c. **Major:** Select desired majors. Hold Ctrl key to make multiple selections.
   d. **Degree Level:** Select all degrees you will consider. If only Master’s is selected, students earning a Bachelor’s WILL BE UNABLE to apply. Please choose only Bachelor’s for an undergraduate co-op or internship position.
   e. **Work Authorization:** Select work authorization(s) your organization is allowed to interview

G. **Saving:** When finished with this position, click on either:
   a. **Save & Attach Another** – Will attach another position to this schedule or another schedule
   b. **Save & Finish** – Click this button when you have finished attaching jobs to this schedule.

H. **Editing 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. **Once students begin signing up changes can no longer be made to the schedule.**

I. **Tasks Menu:** After attaching jobs you will 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 additional details. **Only the links that are relevant to the particular schedule being viewed will be visible.**

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**Step 3 – Review Schedule**
A. Positions Recruited: Shows the users current jobs, the schedules they are attached to, interview dates, number of rooms, and number of applicants and interview slots.

B. Schedule Details: Shows all the relevant information and dates for schedules, including student and employer deadline dates. The Edit Schedule Details button will allow editing of certain information about the schedule depending in where it is in the OCR process (i.e., the user will not be able to change the interview length after students have begun signing up).
   a. Interviews Scheduled: Allows the user to see which of the invited students have signed up and their respective interview times.
   b. Applicants: Shows the list of all invited students.

C. Attach Positions for Recruitment: Click here to attach another position to a different schedule

D. View Interview Schedule: Thou may view your interview schedule for each interview room. Student names and timeslot information will also be visible.

E. 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. Select the job in the drop down menu and make sure the + signs are turned on only for the number of rooms you’d like this job interviews in. You may also make adjustments to the schedule, block out times you do not wish to use for interviewing, change the last interview time to earlier in order to leave early, etc.

F. View another Schedule: This returns the user to the list of schedules found when the Schedules tab. Click on another schedule date to view all of these details for other students.

G. Request a Schedule: Click this link to request additional schedules.

For additional information contact:

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