

Georgia Institute of Technology – Career Services

219 Uncle Heinie Way – Atlanta, GA 30332 – 404-894-2550 – www.career.gatech.edu

HOW TO POST YOUR NON-OCR JOB

(Non On-Campus-Recruiting jobs are those, which won't need an interview schedule because interviews are not being held at GA Tech.)

If you don't already have a CareerBuzz account, go to www.career.gatech.edu and click on the **Employer** box, then **Click Here for CareerBuzz** and then on **New Employer Registration** for a CareerBuzz account.

1. Log into your CareerBuzz account at <https://gatech-csm.symplicity.com/employers/>
2. From your 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 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 GT 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:** you will log into your CareerBuzz account, click on the Jobs menu, and then click on the Student Resumes tab to see applicant's names and resumes.
 - C. Start Date:** Choose the date you'd like your job posting to become available to applicants.
 - D. Expiration Date:** the date your posting will no longer be available to applicants.
 - E. Position Type:** Choose one from Full-Time employment or Internship
 - F. Grad Date Start:** Select the earliest graduation date you will consider.
 - G. Grad Date End:** Select the latest graduation date you will consider.
 - H. Work Authorization:** Select work authorization(s) your organization is allowed to consider. (Multiple selections can be made by holding the Ctrl key down as you click on your choices.)
 - I. Desired Majors:** Choose all majors you're interested in interviewing.
4. Hit the **SUBMIT** button when your posting is ready.

*Your job will be **PENDING** until we approve it. When it has been approved, you'll see a green ✓ in the Approved column. You'll also get an email confirmation.

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