

# Recruiting Guide 2017



## Our Mission

### Mission

The Employer Relations team facilitates the process for employers to identify and recruit talent. We provide opportunities for students to explore and secure employment. We develop and promote connections between employers, students and campus partners.

## Georgia Tech

### Vision

Georgia Tech will define the technological research university of the twenty-first century. As a result, we will be leaders in influencing major technological, social, and policy decisions that address critical global challenges. "What does Georgia Tech think?" will be a common question in research, business, the media, and government.

### Mission

Technological change is fundamental to the advancement of the human condition. The Georgia Tech community – students, staff, faculty, and alumni – will realize our motto of "Progress and Service" through effectiveness and innovation in teaching and learning, our research advances, and entrepreneurship in all sectors of society. We will be leaders in improving the human condition in Georgia, the United States, and around the globe.

The Georgia Tech Center for Career Discovery and Development **Executive/Corporate Partnership Program** provides the perfect way to raise your visibility among some of the most accomplished students in the country. Georgia Tech's students are keenly sought out by employers because of our national collegiate ranking, and our sponsorship program is designed to allow you expedited access to a future employment pool of engaged individuals. Partnerships are limited in number, particularly at the Executive Level, and provide a new and productive vehicle for reaching your key student audience.

Each year, thousands of Georgia Tech students participate in the Center for Career Discovery and Development programs and sponsored events. These programs are designed to help students better prepare for the world of work and be more productive employees. Without funds from our partners most of our programs would not be possible. Employers often ask how to increase their visibility with students while aiding our outreach. Here are some ways we've designed to achieve these goals.



**Partners benefit from a heightened website presence, increased recruiting benefits, and maximum visibility with the student-employee base.**

## **EXECUTIVE PARTNERS (\$6,000)**

- Employer logo on Center for Career Discovery and Development (C2D2) Website
- Early Reservation for C2D2 Event Registration (Resume Blitz, Mock Interview Week, etc.)
- Preferred on-campus recruiting dates (Request Early) based upon availability
- Covers Cost of Full Registration for the Fall All-Majors Career Fair and the Spring Internship Fair (1 Table/5 Reps.)
- Skybox Interview Rooms
- Resume Book (Unlimited Usage)
- One Free Information Session per year
- Organized Campus Visits with Faculty/Staff
- Facilitate Luncheon Meeting with Faculty/Staff
- Consultative meeting with Employer Relations Team
- Assigned account manager
- Year-round visibility on wall display in Career Center
- Guest Speaker opportunities with Center for Career Discovery and Development (Panels, Workshops)
- Onsite Employer Workshop on Career Related Topics
- Signage recognition at Major Events
- C2D2 Student Handout promotion
- Spotlight article in C2D2 Student Snapshot
- Logo and info display on Student Log-In dashboard in CareerBuzz
- Company promotional item giveaways at "C2D2 Open House"

## **CORPORATE PARTNERS (\$3,000)**

- Employer logo on Center for Career Discovery and Development Website
- Early Reservation for Center for Career Discovery and Development Event Registration (Resume Blitz, Mock Interview Week, etc.)
- Preferred on-campus recruiting dates (Request Early) based upon availability
- Covers Cost of Full Registration for the Internship Fair held during the Spring semester (1 Table/2 Reps)
- Skybox Interview Rooms
- Resume Book (One per year)
- Organized Campus Visit the Faculty/Staff
- Consultative Meeting with Employer Relations Team
- Year-round visibility on wall display in Career Center
- Student Handout Promotion
- Company promotional item giveaways at "C2D2 Open House"

**Georgia Tech**  **Center for Career Discovery and Development**

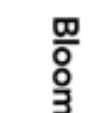


## Executive Level

- American States
- Avanade Inc.
- Bechtel Corporation
- BetterCloud
- Capital One
- Cisco Systems
- Cohesive Solutions
- Efacec U.S.A.
- Hershey's
- Fluor
- International Paper
- IBM
- KLA-Tencor
- Cox Communications
- Leidos
- Michelin
- Navy Recruiting Command
- NIIT-Tech
- Norfolk Southern
- Phillips 66
- Praxair Inc.
- Robert Bosch LLC
- Shell
- Turner
- Siemens
- United Technologies Corporation
- W. L. Gore. & Associates

## Partner Level

- Air Products and Chemicals
- Accenture
- Asurion
- BASF Corporation
- Bloomberg
- BP
- Bridgeline Digital
- Cardlytics
- Caterpillar
- Citadel LLC
- Deloitte Services LP
- Eaton Corporation
- Equifax
- Exxon Mobil
- General Electric
- Georgia Power
- KPMG
- Home Depot
- McKesson
- PricewaterhouseCoopers
- P&G
- SAIC
- Schlumberger
- SunTrust
- Union Pacific
- Viasat
- VWR
- ZF Group



Bachelor's	Master's	Ph.D.
<b>College of Design</b>		
<ul style="list-style-type: none"> <li>• Architecture</li> <li>• Industrial Design</li> </ul>	<ul style="list-style-type: none"> <li>• Architecture</li> <li>• Building Construction &amp; Facility Management</li> <li>• City and Regional Planning</li> <li>• Geographic Information Science and Technology</li> <li>• Human-Computer Interaction</li> <li>• Industrial Design</li> <li>• Music Technology</li> <li>• Urban Design</li> </ul>	<ul style="list-style-type: none"> <li>• Architecture</li> <li>• Building Construction &amp; Facility Management</li> <li>• City and Regional Planning</li> <li>• Music Technology</li> </ul>
<b>College of Computing</b>		
<ul style="list-style-type: none"> <li>• Computational Media</li> <li>• Computer Science</li> </ul>	<ul style="list-style-type: none"> <li>• Bioengineering</li> <li>• Computational Science &amp; Engineering</li> <li>• Computer Science</li> <li>• Human-Computer Interaction</li> <li>• Information Security</li> </ul>	<ul style="list-style-type: none"> <li>• Algorithms, Combinatorics, and Optimization</li> <li>• Bioengineering</li> <li>• Bioinformatics</li> <li>• Computational Science &amp; Engineering</li> <li>• Computer Science</li> <li>• Human-Centered Computing</li> <li>• Robotics</li> </ul>
<b>College of Engineering</b>		
<ul style="list-style-type: none"> <li>• Aerospace Engineering</li> <li>• Biomedical Engineering</li> <li>• Chemical &amp; Biomolecular Engineering</li> <li>• Civil Engineering</li> <li>• Computer Engineering</li> <li>• Electrical Engineering</li> <li>• Environmental Engineering</li> <li>• Industrial Engineering</li> <li>• Materials Science &amp; Engineering</li> <li>• Mechanical Engineering</li> <li>• Nuclear &amp; Radiological Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Aerospace Engineering</li> <li>• Bioengineering</li> <li>• Biomedical Engineering</li> <li>• Biomedical Innovation &amp; Development</li> <li>• Chemical Engineering</li> <li>• Civil Engineering</li> <li>• Computational Science &amp; Engineering</li> <li>• Electrical &amp; Computer Engineering</li> <li>• Engineering Science &amp; Mechanics</li> <li>• Enterprise Transformation</li> <li>• Environmental Engineering</li> <li>• Health Systems</li> <li>• Industrial Engineering</li> <li>• International Logistics</li> <li>• Materials Science &amp; Engineering</li> <li>• Mechanical Engineering</li> <li>• Medical Physics</li> <li>• Nuclear Engineering</li> <li>• Operations Research</li> <li>• Paper Science &amp; Engineering</li> <li>• Polymers</li> <li>• Professional Applied Systems Engineering</li> <li>• Quantitative &amp; Computational Finance</li> <li>• Statistics</li> <li>• Supply Chain Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Aerospace Engineering</li> <li>• Algorithms, Combinatorics, and Optimization</li> <li>• Bioengineering</li> <li>• Bioinformatics</li> <li>• Chemical Engineering</li> <li>• Civil Engineering</li> <li>• Computational Science &amp; Engineering</li> <li>• Electrical &amp; Computer Engineering</li> <li>• Engineering Science &amp; Mechanics</li> <li>• Environmental Engineering</li> <li>• Industrial Engineering</li> <li>• Materials Science &amp; Engineering</li> <li>• Operations Research</li> <li>• Paper Science &amp; Engineering</li> <li>• Robotics</li> </ul>

Bachelor's	Master's	Ph.D.
<b>Scheller College of Business</b>		
<ul style="list-style-type: none"> <li>• Business Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Management</li> <li>• Global Business</li> <li>• Management of Technology</li> <li>• Quantitative and Computational Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Management</li> </ul>
<b>Ivan Allen College</b>		
<ul style="list-style-type: none"> <li>• Applied Languages and Intercultural Studies</li> <li>• Computational Media</li> <li>• Economics</li> <li>• Economics &amp; International Affairs</li> <li>• Global Economics &amp; Modern Languages</li> <li>• History, Technology, &amp; Society</li> <li>• International Affairs</li> <li>• International Affairs &amp; Modern Languages</li> <li>• Public Policy</li> <li>• Literature, Media and Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Media</li> <li>• Economics</li> <li>• History &amp; Sociology of Technology &amp; Science</li> <li>• Human-Computer Interaction</li> <li>• International Affairs</li> <li>• Public Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Media</li> <li>• Economics</li> <li>• History &amp; Sociology of Technology &amp; Science</li> <li>• International Affairs, Science &amp; Technology</li> <li>• Public Policy</li> </ul>
<b>College of Sciences</b>		
<ul style="list-style-type: none"> <li>• Applied Mathematics</li> <li>• Applied Physics</li> <li>• Biochemistry</li> <li>• Biology</li> <li>• Chemistry</li> <li>• Discrete Mathematics</li> <li>• Earth &amp; Atmospheric Sciences</li> <li>• Physics</li> <li>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• Bioinformatics</li> <li>• Biology</li> <li>• Chemistry</li> <li>• Computational Science &amp; Engineering</li> <li>• Earth &amp; Atmospheric Sciences</li> <li>• Human-Computer Interaction</li> <li>• Mathematics</li> <li>• Paper Science &amp; Engineering</li> <li>• Physics</li> <li>• Prosthetics &amp; Orthotics</li> <li>• Psychology</li> <li>• Quantitative &amp; Computational Finance</li> <li>• Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Algorithms, Combinatorics, &amp; Optimization</li> <li>• Applied Physiology</li> <li>• Bioinformatics</li> <li>• Biology</li> <li>• Chemistry</li> <li>• Computational Science &amp; Engineering</li> <li>• Earth &amp; Atmospheric Sciences</li> <li>• Mathematics</li> <li>• Paper Science &amp; Engineering</li> <li>• Physics</li> <li>• Psychology</li> </ul>

# Suggested Majors Within Industries

**Banking, Accounting and Financial Services, Economics, Business and Management, Logistics, Marketing, Start-ups and Entrepreneurship, Advertising, Consulting, Insurance, Investment Banking, Staffing & Executive Search, Trade, Venture Capital/Principle Investing**

**Government and Non-profit, Public Policy, Law, Education, International Affairs, Communications and Media, Information Security and Technology, Hotel Restaurant Hospitality, Museums & Libraries, Law Enforcement & Security, Maritime, Religion, Sports & Recreation, Utilities (Public & Private)**

Business Administration/Management
Quantitative & Computational Sciences (Finance)
Analytics
Digital Media
Economics
Economics & International Affairs
Global Economics & Modern Languages
History, Technology & Society
Literature, Media, & Communication
Public Policy
Applied Language & Intercultural
International Affairs & Modern Languages
International Affairs
History, Sociology & Technology
Science, Technology & Culture
Computational Media
Information Security
Algorithms, Combinatorics & Optimization
Industrial & Systems Engineering
Statistics
Enterprise Transformation
International Logistics
Operations Research
Applied Systems Engineering
Supply Chain
Psychology
Applied Physics
Discrete Mathematics

Business Administration/Management
Computational Media
Digital Media
Economics
Economics & International Affairs
Global Economics & Modern Languages
History, Technology & Society
Public Policy
Applied Language & Intercultural
International Affairs & Modern Languages
International Affairs
History, Sociology & Technology
Science, Technology & Culture
Industrial & Systems Engineering
Statistics
International Logistics
Operations Research
Applied Systems Engineering
Supply Chain
Psychology
Applied Physics

College of Design	
Ivan Allen College of Liberal Arts	
Scheller College of Business	

College of Engineering	
College of Computing	
College of Sciences	



# Suggested Majors Within Industries



College of Design	
Ivan Allen College of Liberal Arts	
Scheller College of Business	

College of Engineering	
College of Computing	
College of Sciences	

# Suggested Majors Within Industries

**Architecture and Construction, Urban Planning and Development, Environmental and Conservation, Natural Resources and Green Technology and Sustainability, Agriculture, Forestry, Mining, Parks & Camps, Real Estate, Transportation**

Architecture  
 Building Construction  
 City & Regional Planning  
 Geographic Information Sciences & Technology  
 Urban Design

Civil Engineering  
 Environmental Engineering  
 Material Sciences  
 Mechanical Engineering  
 Electrical & Computer Engineering  
 Operations Research  
 Applied Systems Engineering  
 Supply Chain

Earth & Atmospheric Sciences  
 Discrete Mathematics

Public Policy  
 International Affairs & Modern Languages  
 History, Sociology & Technology  
 Science, Technology & Culture

**Aerospace and Aviation, Automotive, Military and Defense, Manufacturing, Energy, Engineering, Computers, Electrical and Electronics, Industrial Automation, Rubbers & Plastics**

Aerospace Engineering  
 Applied Systems Engineering  
 Computer Engineering  
 Electrical & Computer Engineering  
 Electrical Engineering  
 Engineering Science & Mechanics  
 Enterprise Transformation  
 Industrial & Systems Engineering  
 International Logistics  
 Material Sciences  
 Mechanical Engineering  
 Operations Research  
 Paper Science Engineering  
 Polymer & Fiber Engineering  
 Polymer, Textile & Fiber Engineering

Polymers  
 Biomedical Engineering  
 Chemical Engineering  
 Nuclear & Radiological  
 Nuclear Engineering  
 Prosthetics & Orthotics  
 Supply Chain

Algorithms, Combinatorics & Optimization  
 Computational Media  
 Human-Computer Interaction  
 Robotics  
 Information Security

Biochemistry  
 Biology  
 Discrete Mathematics  
 Mathematics  
 Physics

Business Administration/Management

Industrial Design  
 Music Technology  
 Geographic Information Sciences & Technology

Applied Language & Intercultural  
 International Affairs & Modern Languages

College of Design	
Ivan Allen College of Liberal Arts	
Scheller College of Business	

College of Engineering	
College of Computing	
College of Sciences	

<b>Fall 2017</b>	
Reservations for Fall 2017 On-Campus Recruiting are available online through <i>CareerBuzz</i> .	<b>June 01</b>
Classes Begin	<b>August 21</b>
Labor Day	<b>September 04</b>
Fall On-Campus Recruiting	<b>September 06 – November 09</b>
Company Information Sessions –reservations are available online through the Student Success Center  Go to: <a href="http://www.ssc.gatech.edu">www.ssc.gatech.edu</a>	<b>August 21 – November 09</b>  <i>When scheduling please take note of official holidays and school breaks</i>
Annual Fall All-Majors Career Fair	<b>September 11 - 12</b>
Fall Break	<b>October 09 - 10</b>
Classes End	<b>December 05</b>
Final Exams	<b>December 07 - 14</b>

## Fall Semester 2017 Academic Calendar:

<http://www.registrar.gatech.edu/index.php?r=1>

**The Center for Career Discovery and Development** is committed to working in the best interests of our students and employers. We have established employer guidelines to assist you in making on-campus recruiting a professional, fair and ethical experience. We encourage organizations and their recruiters to help us create an equitable and successful recruiting program by acting in agreement with the following guidelines.

Employers who recruit, post jobs, attend career fairs, or host information sessions or presentations at Georgia Tech must adhere to Equal Employment Opportunity (EEO) guidelines, the National Association of Colleges and Employers (NACE) Principles for Employment Professionals, and the GT Guidelines outlined here.

Employers are assigned alphabetically to a member of the Employer Relations Team:

**A – G**

Chiragi Patel

[chiragi.patel@gatech.edu](mailto:chiragi.patel@gatech.edu)

**H – N**

Mary Fisher

[mary.fisher@gatech.edu](mailto:mary.fisher@gatech.edu)

**O – U**

Alan Botkin

[alan.botkin@gatech.edu](mailto:alan.botkin@gatech.edu)

**C2D2 Partners Program**

Richard South

[r.south@gatech.edu](mailto:r.south@gatech.edu)

**V - Z; 0 – 9**

Patricia Bazrod

[patricia.bazrod@gatech.edu](mailto:patricia.bazrod@gatech.edu)





## Setting Up an Account and Posting a Position in CareerBuzz

### Instructions:

To ensure all students and recent alumni have visibility and access to all job postings we ask employers to post their job openings via our free online job posting and management system - CareerBuzz.

Two steps comprise the posting process. First, request an **account password** and then post your position description and qualifications for students to consider and apply.

First time users, please follow these steps to initiate the process and post your job opening:

- Access our Center for Career Discovery and Development website  
[www.careerdiscovery.gatech.edu/](http://www.careerdiscovery.gatech.edu/).
- Click on the icon **"Career Buzz"** (Job/Intern Posting)
- Click on **Employers** and then on **Login** (yellow button)
- Click on **New Employer Registration**, complete the form including valid company website and company email address

Expect to receive an email within 48 hours of registration requesting creation of your **Personal Password**.

Set your password, and you will be able to login to CareerBuzz at any time. Select the link labeled **"Create a Non-OCR (On Campus Recruiting) Job Posting."** Then submit your position(s) details for students to consider.

## Third-Party Recruiting Agency Job Posting Policy

If you are a third-party recruiter posting a job for a client, you must disclose the client's name in the job description box on CareerBuzz. All job posting requests from third-party recruiters without the client name will receive an email requesting that information. If an update to the job posting is not made within 48 hours of receiving the email request then the job posting will be deleted from the system.

Third-party recruiters are eligible to participate in the Career Fair **only** if they are recruiting for their own respective organization, **or** they explicitly state the company name they are representing at the time of registration, and during the fair. The recruiting complexities that exist for a third-party recruiter far surpass those of a typical employer. Therefore, GT Center for Career Discovery and Development reserves the right to deny access and participation to any third-party employer.

### Temporary Agencies or Staffing Service

Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals.

### Are you looking for GT Alumni with work experience?

If your company wants to advertise positions that require 2+ years of experience, please access the Alumni Career Services office website at [www.gtalumni.org](http://www.gtalumni.org) or contact them at 404-894-2394.

## The Center for Career Discovery and Development offers:

- 45 interview rooms located in the Bill Moore Student Success Center (free of charge)
- Recruiter lounge with snacks, coffee, tea and water
- Wireless internet access
- Copy, scan and fax services
- Skype Interviews

## Reserve an Interview Room

- Access CareerBuzz: <https://gatech-csm.symplicity.com/employers/>
- Click "Create New Schedule Request" under Shortcuts
- Complete the Schedule Request Form
- Once your request has been approved, attach your positions
- Confirm dates associated with your resume submission deadline, candidate selection timeline and completion of the final interview schedule.

\*\*During peak times please allow 72 hours for your request to be approved at which time you will receive a confirmation email with job posting/procedural instructions\*\*

If you are interested in posting a job and/or co-op/internship, but are NOT interested in coming to campus to conduct your interviews, please use **"Create a Non-OCR Job Posting"**.

## Interviews Location:

Interview rooms are located in the Bill Moore Student Success Center - Basement level:

- 219 Uncle Heinie Way – Atlanta GA 33032
- The building is located near the Tech Tower and the Bobby Dodd Football Stadium.

## Interview Day Logistics

Registration opens at 8:30 a.m., and the normal interview day is from 9:00 a.m. to 5:00 p.m. Please do not schedule any interviews before 9:00 am.

Our standard interview schedule offers an hour break for lunch and two 15-minute breaks during the day. You can select twelve 30-minute, eight 45-minute or six 60-minute interviews per schedule.

**Recruiters Check-in desk/computer:** Located on the basement level at the checkin counter. ***Your interview room will be assigned at that time.***

**Interview Packets:** Interview packets include your schedule and resumes for students.

Please print both from your CareerBuzz account (OCR schedule) in advance of your interview date.

## Interview Room Cancellation Fee

No cost is associated with the use of our interview rooms. However, if you cancel your interview room reservation less than 2 business days prior to the interview date a cancellation fee of \$100 will be assessed.

## Ways to Fill Your Company Interview Schedule:

Interview sign-ups end 2 days before your interview date. To fill any openings on your schedule, you are welcome to identify possible candidates by reviewing additional resumes from career fairs, GT resume database, information session or personal contacts.

A suggested listing of area restaurants' menus can be found posted in interview rooms.

- For On-Campus dining options visit: <https://www.gatechdining.com/dining-choices/index.html>

- For Catering or Special events Georgia Tech approval vendor list, please visit:

<http://ssc.gatech.edu/node/65>

## Extending Offers: Campus Recruiting Offer Policy

The intention of the Campus Recruiting Offer Policy at Georgia Tech is to allow students ample time to carefully consider all of their employment options and to make informed decisions about their employment after graduation. We provide career-related counseling and workshops to our students to assist them in their job search process, and help them evaluate and negotiate their job offers. We discourage them from hasty decisions that may lead to renegeing on a job offer, which we strongly discourage.

“Exploding” offers and bonuses puts enormous pressure on our students to make a decision before they have completed the interviewing process. Most students are not ready, nor should they be, to make a final decision before completing all their interviews. Often, students with “exploding” offers are calling other employers in an attempt to arrange early interviews, thus greatly inconveniencing those firms as well. Pressuring a student to accept quickly makes it harder for us to enforce our policy against renegeing offers.

### Fall:

If you extend full-time job offers to students during Fall recruiting for summer start dates in the following year, we ask that you give these students at least until the end of the Fall of recruiting season to decide.

### Spring:

If you extend full-time job offers to students during Spring recruiting for Fall start dates in the following year, we ask that you give these students at least until the end of the Spring of recruiting season to decide.

If you are interviewing students for summer co-op/internships, please give them until March 1<sup>st</sup> to decide on your offer.

If a **full-time job** offer is made at the end of summer to **co-op/internship** students returning for their senior year, we ask that you give them until the end of our Fall recruiting season (review Recruiting Calendar for specific dates) to make a decision, so that they may fully participate in our on-campus recruiting process.

In some cases, students may ask for extensions beyond these recommended deadlines; we hope you will be able to accommodate their requests. We strongly discourage employers who put pressure on students to accept offers within a very short time period or attach bonuses that “explode” if an offer is not immediately accepted. This method of recruiting students does not benefit the employer and contributes to an ineffective and stressful experience for our students. We ask that if there is a sign-on bonus, it be honored whenever the student accepts the offer.

**Please respect the commitment students have for their academics, as well as other previously scheduled interviews, and refrain from forceful recruiting tactics. We’ve appreciated your cooperation in the past, and ask for your flexibility in the future.**

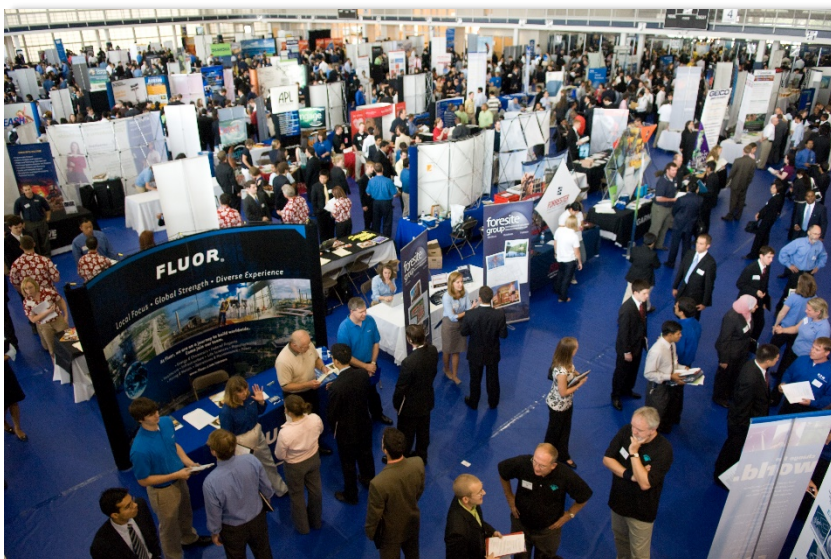
## **Nondiscrimination Policy**

The Georgia Institute of Technology is committed to affirmative implementation of equal employment opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in the administration of admissions policies, educational policies, employment policies, or any other Institute governed programs and activities. The Institute's non-discrimination policy applies to every member of the community. Therefore, The Center for Career Discovery and Development will make its facilities available only to recruiting organizations whose practices are consistent with this policy.

## **Confidentiality**

Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. No disclosure of student information should be given to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.

Individuals engaged in administering, evaluating, and interpreting assessment tools, tests, and technology used in selection should be trained, and qualified to do so. Employment professionals must advise students/alumni in a timely fashion of the type and purpose of any test that students/alumni will be required to take as part of the recruitment process and to whom the test results will be disclosed. All tests should be reviewed by the employing organization for impact and job relevance.





Undergraduate Co-op is an accredited academic program in which students alternate semesters of full-time study with semesters of full-time paid work. By working with the same employer for three or more semesters – two of which must be a fall or spring - co-ops gain at least a year's worth of valuable professional work experience in their major. Work rotations typically begin during sophomore year, although some students begin working as early as freshman year or as late as junior year. Students who complete all co-op requirements earn the Cooperative Plan designation on their diplomas and transcripts.

One possible school-work scenario:

	First Year	Second Year	Third Year	Fourth Year
Fall Semester	Academic Studies	Academic Studies	Work Term	Academic Studies
Spring Semester	Academic Studies	Work Term	Academic Studies	Academic Studies
Summer Semester	Academic Studies	Academic Studies	Work Term	Academic Studies

The Georgia Tech Internship Program includes full- and part-time work experiences. Interns typically work for one semester, but many students may work multiple internships and, in some cases, have the option of interning for two consecutive terms (spring and summer, or summer and fall). Students can complete multiple internships from the same employer if that is mutually desired, or they may work for a different employer each work term. The majority of interns are junior and seniors. Unpaid internships and community service assignments are also part of this program

## Co-op and Internship Programs At-A-Glance

	Co-op	Internship
<b>Compensation</b>	Paid	Paid or Unpaid
<b>Hours per Week</b>	40+	20-40+
<b>Type of Work</b>	Major-related	Major-related or Community Service
<b>Majors</b>	All Majors	All Majors
<b>Work Terms</b>	3+(Alternating)	1+(Summer, Fall, or Spring)
<b>Academic Classifications</b>	Undergraduate	Undergraduate
<b>Designation</b>	On Transcript and Diploma	On Transcript

## College of Science

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

**Sonia Anderson**

sonia.anderson@gatech.edu

## College of Architecture

- Architecture (ARCH)
- Building Construction (BC)
- Industrial Design (ID)

**Sonia Anderson**

sonia.anderson@gatech.edu

## Ivan Allen College

- Applied Language (ALIS)
- Computational Media (CM)
- Economics (ECON)
- Economics & International Affairs (EIS)
- Global Economics & Modern Languages (GEML)
- History, Technology & Society (HTS)
- International Affairs (INTA)
- International Affairs & Modern Languages (IAML)
- Public Policy (PUBP)
- Science, Technology & Culture (STC)

**Dennis Lindsay**

dennis.lindsay@gatech.edu

- Materials Science & Engineering (MSE)
- Mechanical Engineering (ME)
- Nuclear & Radiological Engineering (NRE)
- All Undecided students
- Aerospace Engineering (AE)
- Biomedical Engineering (BMED)
- Business Administration (BA)
- Chemical & Biomolecular Engineering (CHBE)
- Civil Engineering (CE)
- Computer Engineering (CMPE)
- Computer Science (CS)
- Electrical Engineering (EE)
- Environmental Engineering (ENVE)
- Industrial Engineering (IE)

**Rob Rogers**

rob.rogers@gatech.edu

**Tina Payne**

tina.payne@gatech.edu

**Tina Payne**

tina.payne@gatech.edu

**Lanie Damon**

elaine.damon@gatech.edu

**Karen Houston**

karen.houston@gatech.edu

**Rob Rogers**

rob.rogers@gatech.edu

**Dennis Lindsay**

dennis.lindsay@gatech.edu

**Rob Rogers**

rob.rogers@gatech.edu

**Wayne Thompson**

wayne.thompson@gatech.edu

**Sonia Anderson**

sonia.anderson@gatech.edu

**Lanie Damon**

elaine.damon@gatech.edu

**Sonia Anderson**

sonia.anderson@gatech.edu

**Wayne Thompson**

wayne.thompson@gatech.edu

**Karen Houston**

karen.houston@gatech.edu

# Recruiting Opportunities

- **Fall/Spring On-Campus Recruiting:** Collect resumes and interview students on-campus using our online scheduling system, CareerBuzz
- **Fall Career Fair:** Recruit all majors for all your employment opportunities.
- **Spring Internship/Co-Op Fair:** Find students seeking internships and co-op opportunities.
- **Information Sessions:** Promote your company and educate students about your business and job opportunities by scheduling an information session.
- **Resume Book:** Conduct customized candidate searches and contact students directly by purchasing digital access to our Resume Book.
- **Student Organization Involvement:** Obtain guidance in how you can partner with various student organizations on campus via Jacketpages
- **Virtual Career Fairs:** For more information visit:  
<https://www.careereco.com/>

## C2D2 Signature Events

- **Mock Interviews:** Assist and critique students' interviewing skills before Spring Career Fair.
- **Resume Blitz:** Give employer feedback on students' resumes before Fall Career Fair.
- **Employer Drive-In Workshop:** Help employers learn how to attract, engage, hire and retain GT students.
- **Employer Facilitated Workshops:** Conduct career-related workshops to share industry experience with students seeking job search advice.



- **Social Media platforms available to employers** - LinkedIn, Facebook, Twitter, Instagram
- **SCALA TV Network** - Campus-wide network of TV screens and displays that feature advertising
- **Jacketpages** - Online resource to identify student organizations with contact information  
<http://jacketpages.gatech.edu/organizations>
- **Alumni Career Services** – Independent department to recruit experienced hires, 2 or more years post graduation
- **Development Office** – Additional opportunities for connecting and recruiting across campus
- **Information Sessions** - Promote your company and educate students about your business and job opportunities by scheduling an information session.
- **Connect with every college across campus** – Identify opportunities for branding and recruiting in each college
- **Partner Program** - Raise your visibility among students by collaborating with our staff to customize and deepen your recruiting initiatives at Tech.
- **Open House – Campus Closet Mega Event**

## Recruiting Summary



As an employer, you can purchase online access to the resumes of current Georgia Tech students and alumni who have graduated during the past two years, and are active in our Center for Career Discovery and Development database.

PLEASE NOTE: If you are new to our online recruiting system (CareerBuzz), you must first register your [account](#) to receive a personal password to enable you to access the resume book.

You may purchase access to the Georgia Tech Online Resume Book for \$500, which includes all majors and showcases most recent information for all undergraduates. If you are interested in recruiting Master's and/or Doctoral level students, you may purchase a Georgia Tech Graduate Student Online Resume Book for \$750.

You will receive Resume Book access in CareerBuzz upon payment of fees, and that access will only be valid throughout the semester in which you made the purchase. Please note that processing your Resume Book payment and then providing access can take up to 48 hours. The current Electronic Resume Book is available for purchase.

Resume Book Access includes the following features:

- Filter student resumes using keywords, academic major, year in school and degree type
- Use the Advanced Search tab to do a more detailed search through the resumes using graduation date and work authorization
- Email Students
- Create a subset of the resume book that can be forwarded to others for review

Resume Book fee can be paid by credit card at [EPAY](#).

For any questions or alternatives payments methods on Resume Books, please contact Monique Morris  
Mmorris@gatech.edu



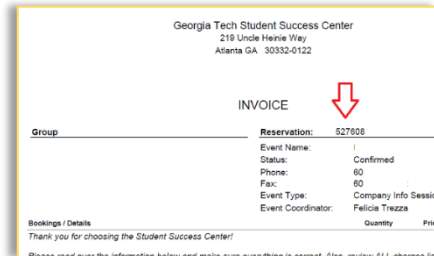
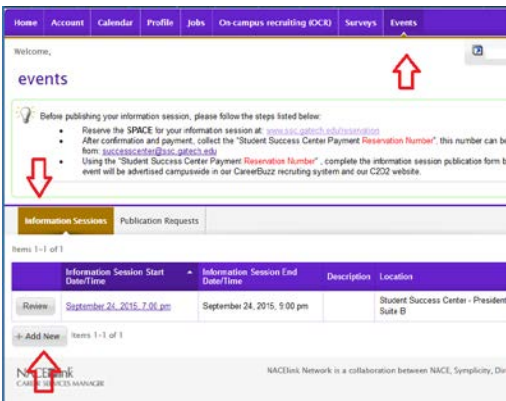
## We invite you to advertise your Information Sessions Campus-wide

With this new way to publish your event you will be able to provide more detailed information:

- Company Name
- Information Session Title
- Info session Content/Details/Program
- Flyer and/or Company website
- Targeting your audience: Desired Major, Degree & Class Level and Work Authorization

How to reserve and publish your Information Session:

- Reserve the **SPACE** for your information session at: <http://ssc.gatech.edu/node/26>
- After confirmation, collect the “Student Success Center **Reservation Number.**” This number can be found in the invoice received from: [successcenter@ssc.gatech.edu](mailto:successcenter@ssc.gatech.edu)



- Using the “Student Success Center **Reservation Number.**” Log in your CareerBuzz account and complete the information session publication form by clicking “Add New” under the EVENTS tab



Note: If you do not have your CareerBuzz account setup please visit: [www.career.gatech.edu](http://www.career.gatech.edu)

- Your event will be advertised campus-wide in our CareerBuzz recruiting system and on our C2D2 website
- All changes (date, time, cancelations) **MUST** be submitted to: [successcenter@ssc.gatech.edu](mailto:successcenter@ssc.gatech.edu)
- To minimize conflict and maximize student attendance, OCR Employer Information Sessions are held after 5:00 PM.

Any catering must be arranged by the organization. Please see our list of approved caterers at:

<http://ssc.gatech.edu/node/65>



Note: Please note that you **MUST** have your space/room/theatre/suite confirmation before you can publish you event. C2D2 will not be responsible for incorrect information or space/room/theatre/suite that are not confirmed by the Student Success Center Building.

## Graduate Enrollment by College, Ethnicity, & Gender

	Asian		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Native Hawaiian or Other Pacific Islander		Two or More Races		Unknown		White		International		Institute		Grand
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
Architecture Total	8	14	30	16	14	11	0	0	0	1	2	3	1	0	115	86	89	61	259	192	451
Computing Total	178	50	61	20	84	9	1	0	2	0	45	6	2	0	826	95	518	137	1,717	317	2,034
Engineering Total	251	84	62	29	117	39	3	1	3	0	57	13	4	1	1,149	244	1,594	451	3,240	862	4,102
Business Total	75	24	66	27	33	7	1	0	0	0	6	6	0	0	308	88	87	41	576	193	769
Sciences Total	22	20	14	23	19	13	0	1	0	0	10	8	1	0	243	144	211	107	520	316	836
Ivan Allen Total	7	12	5	9	3	6	0	0	0	0	2	1	0	0	65	52	22	35	104	115	219
Special/Non-Degree	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	2	8	4	9	7	16

## Undergraduate Enrollment by College, Ethnicity, & Gender

	Asian		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Native Hawaiian or Other Pacific Islander		Two or More Races		Unknown		White		International		Institute		Grand		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total		
<b>Institute Total</b>			1,853	985	594	341	620	315	8	1	7	5	329	195	112	55	5,076	2,600	1,116	470	9,715	4,967	14,682
College of Architecture	Architecture Total	18	22	13	13	13	20	0	0	0	0	6	8	0	4	72	107	13	23	135	197	332	
College of Computing	Computing Total	324	99	61	21	73	19	1	0	1	0	44	11	18	4	578	124	134	37	1,234	315	1,549	
College of Engineering	Engineering Total	1,158	490	386	189	447	172	6	0	6	1	202	117	73	36	3,382	1,396	863	329	6,523	2,730	9,253	
Ivan Allen College	Ivan Allen Total	25	49	33	26	16	20	0	1	0	3	12	14	3	0	157	197	3	3	249	313	562	
Scheller College of Business	Business Total	87	106	60	33	35	33	1	0	0	1	20	21	10	2	453	378	15	25	681	599	1,280	
College of Sciences	Sciences Total	83	128	21	41	24	39	0	0	0	0	24	16	4	5	251	334	20	30	427	593	1,020	
	Special/Non-Degree	158	91	20	18	12	12	0	0	0	0	21	8	4	4	183	64	68	23	466	220	686	
College of Registrar	Registrar Total	158	91	20	18	12	12	0	0	0	0	21	8	4	4	183	64	68	23	466	220	686	

## Geographical Distribution of Alumni by State

State	Alumni
Alabama	2,801
Alaska	94
Arizona	978
Arkansas	302
California	6,897
Colorado	1,414
Connecticut	714
Delaware	223
District of Columbia	454
Florida	8,645
Georgia	59,218
Guam	12
Hawaii	144
Idaho	111
Illinois	1,424
Indiana	569
Iowa	156
Kansas	266
Kentucky	715
Louisiana	782
Maine	103
Maryland	2,316
Massachusetts	1,539
Michigan	925
Minnesota	409
Mississippi	427
Missouri	613

Montana	81
Nebraska	105
Nevada	230
New Hampshire	265
New Jersey	1,487
New Mexico	363
New York	2,185
North Carolina	4,583
North Dakota	16
Ohio	1,474
Oklahoma	247
Oregon	596
Pennsylvania	1,629
Puerto Rico	346
Rhode Island	124
South Carolina	3,564
South Dakota	34
Tennessee	3,031
Texas	6,089
Utah	228
Vermont	89
Virgin Islands	22
Virginia	4,282
Washington	1,584
West Virginia	129
Wisconsin	376
Wyoming	35
<b>Total</b>	<b>125,445</b>

For more information visit:

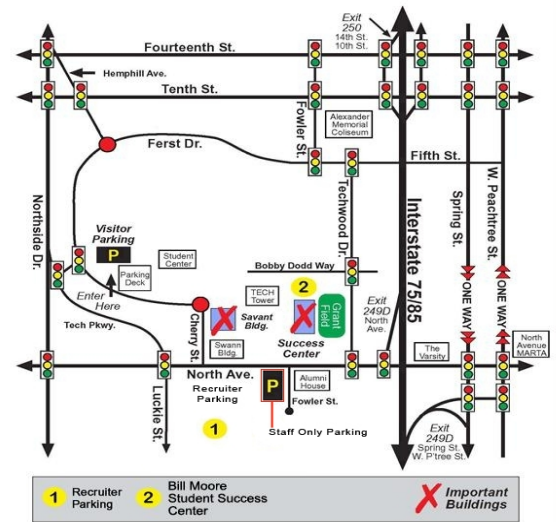
<http://factbook.gatech.edu/>

## Center for Career Discovery and Development Building Location

Our offices are located in the Bill Moore Student Success Center first floor and the Interview rooms and Employer Check-in area for on campus interviews is located in the Basement of the same building. The building is located across the street from the North Avenue Parking Area.

To get to our building you can cross the street underneath the crosswalk above the street or you can use the crosswalk at the top of the parking deck. Once you walk across North Avenue from the parking area please follow the sidewalk to the right near the football stadium to the first building on the right (Building #31 - Bill Moore Student Success Center). After entering the building, take the elevators to the basement level.

Building Map



If you would like to ship materials prior to your on-campus interviews or employer information session, please ship them to us at the following address:

### USPS Shipping Address:

Georgia Tech Center for Career Discovery and Development  
219 Uncle Heinie Way  
Atlanta, GA 30332

### FedEx & UPS Shipping Address:

Georgia Tech Center for Career Discovery and Development  
Student Success Center  
225 North Avenue NW  
Atlanta, GA 30332-0105

## **Driving South on I-75/85 into Atlanta:**

Take Exit #249D (North Avenue). At the top of the exit ramp, turn right onto North Avenue. At the top of the exit ramp, turn right onto North Ave. and continue on North Ave. approximately 1.5 blocks through the traffic light at Techwood Drive. On the left you will see a large parking lot. Parking will be available in the Visitor 1 lot.

## **Driving North on I-75/85 into Atlanta:**

Take Exit #249D (Spring Street, West Peachtree Street). At the top of the exit ramp, go through the first intersection (Spring Street). At the next intersection (West Peachtree), turn left. Continue on West Peachtree for approximately one block and turn left onto North Avenue. Cross over the interstate and Techwood Drive. On the left you will see a large parking lot. Parking will be available in the Visitor 1 lot.

## **Parking Procedures:**

The Visitor Parking Area has an automated parking attendant. You will be issued an automated ticket when you enter the parking area. The parking rate is \$1.50 per hour (maximum of \$20/day). When you exit the parking area you will insert your ticket into the automated attendant and then insert the payment amount indicated. The parking attendant accepts cash and credit/debit cards as payment and will provide a receipt.

If the North Avenue Visitor Parking area is full, the next most convenient lot will be adjacent to the Student Center/Student Services Buildings. That lot is located on Ferst Drive. To get there turn left out of the parking area onto North Avenue. Take the first right onto Cherry Street, and follow it around the curve onto Ferst Drive. Proceed on Ferst Drive until you see the Student Center Parking banner (Parking Area 2) on the right side of the street.

Ticketing and/or "booting" of illegally parked vehicles is enforced. Ticket/towing fees must be borne by the recipient. Please park in one of these visitor lots.

## **GPS address:**

225 North Avenue NW  
Atlanta, GA 30332-0105

## **Arriving at Hartsfield-Jackson Atlanta International Airport:**

Arriving at the Bill Moore Student Success Center by Cab: Take a cab to the corner of North Avenue and Fowler Street 190 North Ave. NW (just west of the intersection of North Avenue and Techwood Drive). Cab fare is approximately \$30. Cross North Avenue using the crosswalk at the street level. Ascend the stairs under the archway and take an immediate right. Follow the path to the Student Success Center.

## **MARTA (Metropolitan Atlanta Rapid Transit Authority):**

If you are going to the Bill Moore Student Success Center, trains take you from the Hartsfield-Jackson Atlanta International Airport baggage claim to the North Avenue station. It is a 20-minute ride. Walk three blocks west on North Avenue to campus. At the intersection of North Avenue and Fowler Street, (just past our football stadium) ascend the stairs under the archway and take an immediate right. Follow the path to the Success Center which will be on your right.

For more information visit:

<http://www.itsmarta.com>

## **Campus Transportation:**

[http://pts.gatech.edu/ride/routes\\_schedules/Pages/routes\\_schedules.aspx](http://pts.gatech.edu/ride/routes_schedules/Pages/routes_schedules.aspx)



## Lodging Options:

The hotel that is the most accessible to our office is the **Hampton Inn** located at 244 North Avenue NW, Atlanta, GA 30313. It is within easy walking distance (less than 1/8 mile) and can be contacted at 404-881-0881.

Another on-campus option is our **Georgia Tech Hotel and Conference Center** ([www.gatechhotel.com](http://www.gatechhotel.com)) located in Technology Square, a three-block area in Midtown Atlanta on the east side of campus. This is located within one mile of our office and can be contacted at 404-347-9440.

In addition, you may consider the following (when contacting hotels, please inquire about Georgia Tech discounts):

**Atlanta Marriott Suites Midtown** (1.57 miles from Student Success Center)  
35 14th Street, Atlanta, GA 30309  
404-876-8888

**Best Western Granada Suite Hotel – Downtown** (1.71 miles from Student Success Center)  
1302 West Peachtree Street, Atlanta, GA 30309  
404-876-6100/800-548-5631

**Best Western Inn at the Peachtree** (.92 miles from Student Success Center)  
330 West Peachtree Street, Atlanta, GA 30308  
404-577-6970

**Courtyard Atlanta Midtown** (1.74 miles from Student Success Center)  
1132 Techwood Drive, Atlanta, GA 30318  
404-607-1112

**Embassy Suites - Centennial Olympic Park** (.92 miles from Student Success Center)  
267 Marietta Street, Atlanta, GA 30313  
404-223-2300

