STUDENT INSTRUCTIONS
Division of Professional Practice

CareerBuzz is Georgia Tech’s portal for recruiting co-ops, interns, part-time, full-time, and temporary-seasonal hires. The Division of Professional Practice (DoPP) is partnering with Career Services so that Georgia Tech students and employers will be able to use a single database for various purposes.
As you navigate the system, you will need to jump to different sides of the CareerBuzz portal to accomplish certain tasks. You will use the Division of Professional Practice side for completing your DoPP application, scheduling an appointment with your DoPP advisor, and applying for job postings of co-op and intern positions. Job postings are co-op and internship postings not associated with on-campus interviews. However, if you want to apply to on-campus postings, you will “jump to” the Career Services side to sign up on on-campus interview schedules. You will also need to use the Career Services side to apply for part-time, full-time, and temporary/seasonal positions. We know this process can be confusing, but we will walk you through the process in these instructions. Please let us know if we can help you in any way as you use CareerBuzz.

Division of Professional Practice Side of CareerBuzz:
https://gtdopp-csm.symplicity.com

Career Services Side of CareerBuzz:
https://gatech-csm.symplicity.com

OR

Log onto Division of Professional Practice Side of CareerBuzz and then click Jump to GA Tech Career Services on the right side of the screen.

These instructions cover:

- Logging into Your CareerBuzz Account
- Navigating Your Account & Changing Your Password
- Jumping from One CareerBuzz Portal to Another
- Completing your DoPP Application
- Scheduling an Appointment with your DoPP 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 prof.practice@profpractice.gatech.edu and we look into the problem.

Navigating your Account & Changing Your Password

Fig. 2

Your password is weak. Please update your password now. Learn more about password strength.
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. The DoPP application is also located here.
- **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](image)

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**CareerBuzz Student Instructions**

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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**

- Search Jobs (all jobs)
- Scheduled Campus Interviews
- Pending Campus Interviews
- Campus Interviews I Qualify For
- Jobs I Qualify For
- My Activity Summary
- Request a Counseling Appointment

**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](facebook.png) ![Linkedin](linkedin.png)

**Jumping from One CareerBuzz Portal to Another**

As explained earlier in this document, CareerBuzz is an application that shares information with various offices on campus. But to use the full capabilities of the system, you much learn to navigate between these offices (or portals) by learning to ‘JUMP’ from one to the other. On the CareerBuzz homepage next to the Log Out button (Fig. 3), you will find a ‘Jump To’ option that will allow you to move between our office and the Career Services office. You should also be able to ‘JUMP’ back from the Career Services office to our office the same way. IF you do not see the ‘Jump To’ option or you experience any issues using this feature, please email us at prof.practice@profpractice.gatech.edu and we look into the problem.
Completing Your DoPP Application

On the student Personal Profile form of CareerBuzz, we have added our DoPP application form where you can choose which program you want to pursue (Co-op, Internship, Graduate Co-op/Internship, and Work Abroad). The application questions are required fields that are designated with a red asterisk (*) and MUST be answered and saved before you are given access to uploading your resume/credentials or looking at jobs (Fig. 4).

Fig. 4

DoPP Application Information

Which DoPP Program(s) are you interested in joining?*

Work Abroad Information

Are you interested in working internationally?*

Country (or Countries) of Interest*: Please choose the country (or countries) where you would be interested in working. NOTE: Hold the CTRL key down when selecting multiple selections.

United States
Canada
Afghanistan
Albania
Algeria

1. What language do you speak other than English?*

2. What second language do you speak other than English?*

Emergency Contact Information

Contact Name*: William Burdell
Relationship to Applicant*: Father
Emergency Contact Phone Number: 4044322395
Emergency Contact Email Address:

Do you want to add an additional emergency contact?*

Other Information

How did you hear about our DoPP Program(s)?*

Ad in Technique
Connect with Tech
Letter or Brochure from Division of Professional Practice
E-mail from Division of Professional Practice
FASET
The following questions are asked on the DoPP Application:

**DoPP Application Information**

Which DoPP Program(s) are you interested in joining?*

**Work Abroad Information**

Are you interested in working internationally?*
Country (or Countries) of Interest*

**Emergency Contact Information**

Contact Name*
Relationship to Applicant*
Emergency Contact Phone Number
Emergency Contact Email Address
Do you want to add an additional emergency contact?*

**Other Information**

How did you hear about our DoPP Program(s)?*
May DoPP send information to your emergency contact(s)?*
Why do you wish to participate in DoPP?*

**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.

Also, we migrated application data for students who applied through our previous, in-house system (P2D2). This means that most of your application information should already be populated in CareerBuzz. But you will have to enter in some application information.

**Scheduling an Appointment with Your DoPP Advisor**

When scheduling an appointment with your DoPP advisor, it is recommended that you:

1.) Log into your DoPP CareerBuzz account:
   (https://gtdopp-csm.symplicity.com/students)

   OR
2.) Log into your Career Service CareerBuzz account: (https://gatech-csm.symplicity.com/students) and JUMP TO your DoPP account.

ADVISORS LIST

Here is a breakdown of the Division of Professional Practice (DoPP) advisors and the majors in which they advise. Locate your advisor from your program of interest:

UNDERGRADUATE CO-OP:

Aerospace Engineering (AE) - Debbie Pearson
Biology (BIOL) - Rob Rogers
Biomedical Engineering (BMED) - Rob Rogers
Building Construction (BC) - Wayne Thompson
Chemical & Bimolecular Engineering (CHBE) - Rob Rogers
Chemistry (CHEM) - Rob Rogers
Civil Engineering (CE) - Wayne Thompson
Computer Engineering (CMPE) - Tina Payne
Computer Science (CS) & Computational Media (CM) - Tina Payne
Earth & Atmospheric Sciences (EAS) - Wayne Thompson
Economics (ECON) - Rob Rogers
Electrical Engineering (EE) - Tina Payne
Environmental Engineering (ENVE) - Wayne Thompson
History, Technology & Society (HTS) - Tina Payne
Industrial Design (ID) - Wayne Thompson
Industrial Engineering (IE) - Rob Rogers
International Affairs (INTA) - Tina Payne
International Affairs & Modern Languages (IAML) - Tina Payne
Management (MGT) - Wayne Thompson
Materials Science & Engineering (MSE) - Rob Rogers
Mathematics (MATH) - Tina Payne
Mechanical Engineering (ME) - Wayne Thompson (Last Names A-L)
Mechanical Engineering (ME) - Debbie Pearson (Last Names M-Z)
Nuclear & Radiological Engineering (NRE) - Wayne Thompson
Physics (PHYS) - Rob Rogers
Science, Technology & Culture (STC) - Tina Payne
Polymer, Textile & Fiber Engineering (PTFE) - Rob Rogers
Undecided - Wayne Thompson
Georgia Tech Regional Engineering Program (GTREP) - Wayne Thompson

UNDERGRADUATE INTERNSHIP:

AE, PTFE - Patricia Bazrod
CHBE, CHEM, CMPE, CM, CS, EAS, EE, MATH, ME, MSE, NRE, PHYS - Ashley Rose
ARCH, BC, BIOL, BMED, CE, ECON, ENVE, HTS, ID, INTA, IE, MGT, PP, PSYCH, STC, Undecided - Mary Fisher

GRADUATE CO-OP:

All Majors - Ken Little
INTERNATIONAL PLACEMENTS:

Students Last Name Beginning with (A-N)  
Caroline Anderson

Students Last Name Beginning with (O-Z)  
Robin Mladinich

On the DoPP CareerBuzz homepage under the MY QUICKLINKS section, click on the ‘Request a Counseling Appointment’ link (Fig. 5).

Fig. 5

NOTE: IF you do not see the ‘Jump To’ option OR do not see the ‘Request a Counseling Appointment’ link, please email us at prof.practice@profpractice.gatech.edu and we look into the problem.

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

Fig. 6
1.) Select your **Counseling Type**
2.) Your DoPP 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](image)

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 200kb.

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.
Also, you MUST have your initial student resume approved before you are allowed to apply for positions. Once that initial resume is approved, you should have no problem applying for co-op, intern, and work abroad opportunities.

Apply to a Job Posting Opportunity

As stated earlier, ALL experiential learning opportunities (Co-op, Internships, Graduate Co-op/Internships, and Work Abroad) that are not On-Campus Recruiting (OCR) opportunities are housed on the DoPP CareerBuzz portal. To gain access to these job opportunities, you must:

- Complete your DoPP application and have it reviewed and approved.
- Attend a mandatory program orientation (On-line Orientations Coming Soon)
- Upload your resume into My Documents and have it approved by a DoPP advisor

Once you have completed these steps, you will be ready to access and review non-OCR job listings.

1.) Log into your DoPP CareerBuzz account: (https://gtdopp-csm.symplicity.com/students)

OR

2.) Log into your Career Service CareerBuzz account: (https://gatech-csm.symplicity.com/students) and JUMP TO your DoPP account.
NOTE: IF you do not see the ‘Jump To’ on your CareerBuzz homepage, please email us at prof.practice@profpractice.gatech.edu and we look into the problem.

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
- Work Abroad

If you choose one of the four DoPP 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).

Fig. 9

job postings
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, Work Abroad)
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**

Where all non-OCR opportunities are housed on the DoPP CareerBuzz portal, ALL On-Campus Recruiting (OCR) experiential learning opportunities (Co-op, Internship, Graduate Co-op/Internship, and Work Abroad) will be maintained on the Career Services CareerBuzz portal. To gain access to these job opportunities, you must:

• Complete your DoPP application and have it reviewed and approved.
• Attend a mandatory program orientation (On-line Orientations Coming Soon)
• Upload your resume into My Documents and have it approved by a DoPP advisor.

Once you have completed these steps, you will be ready to access and review OCR job listings.

1.) Log into your Career Services CareerBuzz account: (https://gatech-csm.symplicity.com/students)

OR

2.) Log into your DoPP CareerBuzz account: (https://gtdopp-csm.symplicity.com/students) and JUMP TO your Career Services account.

**NOTE:** IF you do not see the ‘Jump To’ on your CareerBuzz homepage, please email us at prof.practice@profpractice.gatech.edu and we look into the problem.
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 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 DoPP view it or re-set it for me?**

A. **DoPP 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 prof.practice@profpractice.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 on the DoPP side of CareerBuzz.
A. There is probably an issue with your User Rights for that feature of CareerBuzz. Simply contact the DoPP office at 404-894-3320 or email us at prof.practice@profpractice.gatech.edu and we will look into the problem.

Q. Why do I have to go to the Career Services side of the system to apply for an on-campus recruiting opportunity even though the Division of Professional Practice administers the co-op program?
A. Interviews will take place in the Bill Moore Student Success Center, where Career Services is located. The Division of Professional Practice will oversee all co-op opportunities on CareerBuzz and advise you in your on-campus interviewing experience.

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 Career Services 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.

Q. I am interested in a full-time, entry-level position. Which side of CareerBuzz do I use?
A. Use the Career Services side of the system.