

Professional Practice Division Database (P2D2) Employer Overview

Designed by the Georgia Tech Research Institute (GTRI), *the Professional Practice Division Database (P2D2)* is a powerful, user-friendly job database. We designed it especially with the needs of our employers in mind.

To access P2D2: <https://webwise.gtri.gatech.edu/p2d2>

If your division or department has already created a P2D2 account but you do not have the log-in information, please DO NOT create a New Employer profile. E-mail Scott.Green@dopp.gatech.edu to find out your company's User ID and Password. Once you are logged in, add yourself as a contact (if needed) by clicking on **Contacts** on the toolbar. Then follow the instructions below to add jobs.

If you are the first person in your division or department to use P2D2, click on the *New Employers* link below the log-in section. After accepting the New Employer Statement, complete the New Employer Profile. Search for your company in the *Employer Name* drop-down menu. Please only type in your *Employer Name* if it is not already listed in the drop-down menu. Once you have completed the Employer Profile information, click *Add*.

Your information will be submitted to our office so that the advisor for your "primary major desired" can review it. Within approximately two business days, you will receive an email approving your profile, or you will be contacted by an advisor to resolve any problems.

Once your employer profile has been approved, you can log in to P2D2 to:

- **Add or update contacts**
- **Add new jobs or copy previous jobs**
- **View interview schedules**
- **View and download applicant's resumes**

- **Go to the Division of Professional Practice website** to view our calendar, staff information, employer handbook, recruitment steps, work forms, and other resources. Click *DoPP Web Site* link (www.profpractice.gatech.edu) in upper left-hand corner.
- **Edit your employer profile** by clicking the *My Profile* tab and then the *Modify* button
 - If your company is changing names or you wish to change your primary major, please contact Mrs. Chiragi Patel at chiragi.patel@profpractice.gatech.edu or 404-894-3715.

To Add Jobs:

- 1.) Click on **Add or Update My Jobs**

- 2.) Click the blue *Add Job* button to add a new job. To copy and edit a job, click the *Copy* link on the top right-hand corner of a previously added job.
- 3.) If you choose to add a new job, you will need to fill out all required fields, which are indicated with red asterisks. If you choose to copy and edit a job, you will only be required to update the starting semester if no other information has changed.
- 4.) For **multiple semesters** (i.e., if you need students for both summer and fall), you **MUST** create a job posting for each term. The copy link will come in handy for this!
- 5.) For **interview type**, you can choose either ***on-campus interview*** or ***resume referral***:
 - Choose ***on-campus interview*** if you want our office to contact you to schedule an interview date. Our advisors will assign students who are interested in your job and meet your GPA, major and citizenship criteria to your schedule.
 - Choose ***resume referral*** if you want to receive the resumes of students who meet your GPA, major, and citizenship criteria and have applied for your position. You can log in to P2D2 at anytime to view and download applicant's resumes and then contact students you are interested in directly to schedule phone and/or on-site interviews.

After interviews, you can invite students for second interviews and/or directly extend offers. Please also contact students you're not interested in so they can continue with their job search.

When you finish entering each job posting, click the *Add* button to submit the posting for review. Within approximately two business days, you will receive an e-mail approving your job, or you will be contacted by an advisor to resolve any problems.

To View and Download Resumes from your On-campus Interview Schedule:

- 1.) Log into P2D2 and click on the *Interview/Resume Referral* link or tab.
- 2.) Click on the *View Applicants* link below the interview date to see your interview schedule and scheduled students, along with their majors and e-mail addresses.
- 3.) Click on the name of each student to view or download their resume.
- 4.) Click *Download All Documents* or *Download Only Job [#]* to download a zip file with the applicants' resumes (and any other documents such cover letters).

To View and Download Resumes from your Resume Referral Posting:

- 1.) Log into P2D2 and click on the *Interview/Resume Referral* link or tab.
- 2.) Click on the *View Applicants* link to the right of your Resume Referral job to see the applicant's names.
- 3.) Click on the name of each student to view or download their resume.
- 4.) Click *Download All Documents* to download a zip file with the applicant's resumes (and any other documents such cover letters).

Note that applicants will continue being added to the job until the closing date.

As you navigate P2D2, please don't hesitate to contact us with any questions or suggestions you may have. We can be reached at 404-894-3320 or prof.practice@dopp.gatech.edu.