

Professional Practice Division Database (P2D2): Third Party Employer Overview

The [Division of Professional Practice \(DoPP\)](#)'s web-based system for recruiting, tracking and managing our co-op, intern, and work abroad students is called the Professional Practice Division Database (P2D2). P2D2 has been designed with the assistance of the [Georgia Tech Research Institute \(GTRI\)](#), and is totally integrated with the Georgia Tech system for administratively managing student enrollment.

To access P2D2 go to the following web address:

<https://webwise.gtri.gatech.edu/p2d2/>

If you are a new Third Party Employer who has never before recruited Georgia Tech students for cooperative education or internship opportunities, click on the **New Employer** link underneath the login fields (Fig. 1).

(NOTE: if you are unsure that your organization has established a relationship with our office, you can contact us at 404-385-7511 or you can email us at workabroad@dopp.gatech.edu).

You will be given a brief overview of the four programs offered by the Division of Professional Practice:

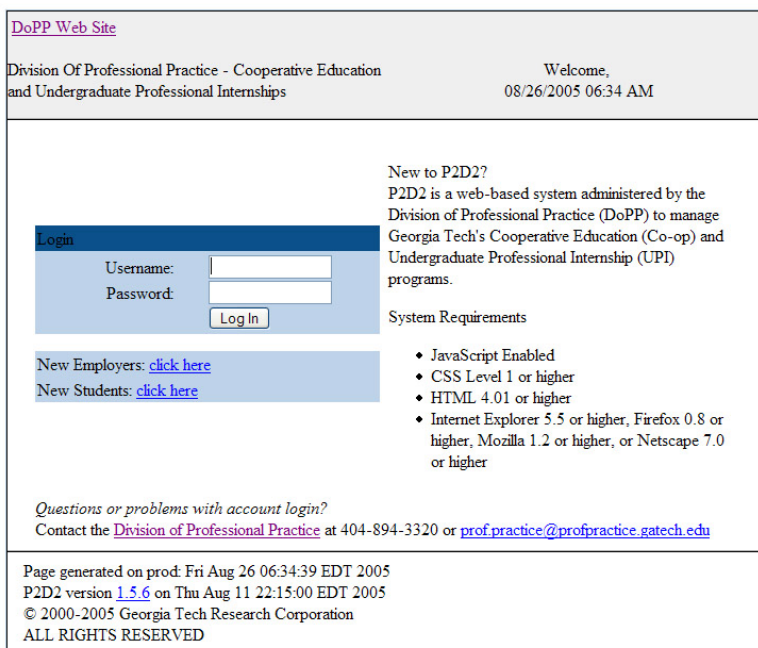
- Undergraduate Cooperative Education
- Undergraduate Professional Internships
- Graduate Cooperative Education
- Work Abroad

Once you click on the Accept button, you will be taken to an employer profile page where you can provide some basic information about your organization as well as the requirements for your position. Once you submit your information, you will be reviewed by the Work Abroad office. **Make sure to click the Work Abroad Program box and the Third Party Employer box directly under the user account information.**

If accepted into our program, you will receive an email welcome announcement along with your username and password for logging into your account.

At the DoPP P2D2 login screen (Fig. 1), you must enter your username and password to gain access to the system. Please be sure to make a note of your password.

Fig. 1



If you have any problems accessing your account, please feel free to contact the Work Abroad office via email at workabroad@dopp.gatech.edu.

At your personalized P2D2 welcome screen (Fig. 2), you will see links that will allow you to navigate throughout the system. **Site Map** provides you with all the links necessary to use the P2D2 database. The topics you will see on the **Site Map** page are:

Employers

- Contacts - The employer's contacts and supervisors (explained more thoroughly below)
- Jobs - A list of jobs that the employer is offering for students (explained below)
- Interviews - A list of interviews to take place or that have taken place (explained below)
- Profile - Detailed information about the employer and division/department (explained below)

(If you clicked to go to the **Site Map** page, click **Home** to return to your personalized **Welcome Screen**)

On the **Welcome Screen**, below the the **Site Map** link and the Georgia Tech Division of Professional practice logo, is your **Personalized Welcome** that should display your name and the server date and time that houses the P2D2 system.

Below your **Personal Welcome** is a grey row that gives you some of the same links found on the Site Map page: Home, My Profile, Jobs, Interviews and Contacts.

Home This link will always return to your personalized welcome page from any other page on the P2D2 system.

My Profile As stated above, the webpage will display all of your organization information that you entered. Information such as your Organization Name, Department/Division, Address Info, Number of Employees, Organization Overview, Phone, Fax, Email Address, Web Address, Primary Major Desired and Job Type are displayed. The P2D2 system will now have your organization's most up-to-date data.

NOTE: It is recommended that you keep this information current, but please contact our office IF your organization is either going through a name change OR you are changing your primary major ONLY. (If you have any questions while updating your organization's profile, please feel free to contact our office at 404-385-7511 and ask for the appropriate advisor who handles your country of interest).

Also, it is **EXTREMELY** important to provide us with a valid email address because email will be our primary source of communication outside of direct interaction on the P2D2 system.

Jobs As stated above, this section list jobs that you are offering our students. Click on the **Jobs Tab** and then click on the blue button that says "**Add Job.**" Enter information for all of the fields and then click the **Add button** at the bottom of the page. When you have successfully entered your job posting(s), your submission will be placed in a queue for review by our office. Once your job has been reviewed and accepted, thousands of Georgia Tech students will be able to view information on your program!

TIPS to completing the Job Page

1. Job Title – List job title for this position. It can be as general as "Technical Internships Around the World" or "Internships in France" or "Biomedical Internships in Germany"
2. Location – Choose where this position will be located. If there are multiple locations click the button for Multiple Countries
3. Countries – Select all countries in which students can find internships through your organization
4. Starting Semester – Choose the semester in which you would like a student to begin work
5. Number of Jobs – Enter how many internships you offer per year through your organization
6. Compensation Amount – indicate the amount and the type of currency with which the student will be paid. If payment varies, please indicate an estimated amount in the "Application Process and Internship Description" below

7. Interview Type – You can select to have students apply on your Website, or you can come to campus to set up On-Campus Interviews, or you can have resumes sent directly to a contact in your organization
8. Business Language Required – indicate the language spoken within the office that the student will need to know in order to perform his/her duties. Indicate the level at which the student will need to be able to speak, read, and write
9. GPA – Choose a GPA between 2.0 and 4.0. The median Georgia Tech GPA is 2.70
10. Citizenship – If your organization is seeking a student of certain citizenship, please indicate it here. Note that this can limit your applicant pool considerably
11. Website – Enter your organization’s program Website. We strongly recommend that you enter a Website that will lead the student directly to the international internship program so that they do not get lost on your site trying to find the program you are advertising
12. Application Process and Internship Description – Enter information to include the application process, application timeline, placement timeline, internship summary, duties/responsibilities, requirements/qualifications, compensation, program fees and benefits/perks. This is the best place to include information that is not allowed in other fields on P2D2
13. Majors – Select all student majors that can find internships through your organization
14. Benefits – If you organization offers any additional benefits, please state this here

Click on the **Add** link to submit your job! Once your job has been reviewed and accepted, thousands of Georgia Tech students will be able to view information on your program!

Interviews As stated above, it is possible to come to campus to conduct on-site interviews. Georgia Tech will handle the pre-screening of potential applicants and place them on your interview schedule for you. Concerning our resume referrals, you will be more involved in the screening process, but our system will ensure that only the students who fit your job qualifications will have the ability to apply. **Most Third Party Employers have the students apply directly to their Website.**

Contacts As stated above, this section lists the third party employer contact who originally submitted the job posting. This is where you can add additional contacts who will be involved in either the recruiting process (program administrators, additional staff members, etc.). This is also where you can edit any entries.

Click on the **Home** link to return to the welcome screen.

Back on your personalized welcome page, if you scroll to the middle of the page you will see your personal organizer that is comprised of the following sections:

My Calendar This section displays events that are related directly to your organization. Your On-Campus Interviews (OCI’s), Resume Referrals and Information Sessions that have been set up are displayed in this

section. By clicking on the link provided, you can easily go to the job posting or interview screen.

Tasks Provides links to some of the same locations we visited above:

Show Me:

- My Current and Past Positions - Shows all of the jobs that your organization has set up and their current statuses
- My On-Campus Interviews - Shows all of the interviews that your organization has set up and their current statuses
- Contacts - Shows the employer's contacts and supervisors

I Want To:

- Add or Update My Positions - Allows the adding or updating of the jobs that your organization has set up
- Add or Update an On-campus Interview - Allows the adding or updating of the interviews that your organization has set up
- Add or Update Contacts Allows the adding or updating of employer contacts and supervisors

General Events Your General Events section shows your organization's pertinent DoPP calendar information in a two-month view. Announcements and other Events (Information Sessions, Special Events, etc.) are displayed in this section.

This is the end of the Guided Tour through the P2D2 system. Please feel free to contact us at workabroad@dopp.gatech.edu if you have any questions, suggestions, complaints, or problems.

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