

Professional Practice Division Database (P2D2):

The Professional Practice Division Database (P2D2) is a Web-based system, available 24/7, that enables employers to post job descriptions and requirements (e.g., GPA, major, citizenship); and students to search for jobs for which they are qualified; view job descriptions; upload résumés, cover letters and transcripts; visit employer Web sites; and schedule meetings with advisors.

Scheduling an Advisor-Student Meeting

I. Log in

- Log into P2D2 at <https://webwise.gtri.gatech.edu/p2d2>
- Your User ID is the first portion of your e-mail address, e.g., gtg111x. Your default password is the first portion of your e-mail address + last two digits of your year of birth + your birth month, e.g., gtg111x8503, for someone born in March, 1985.
- **NOTE:** If you changed your e-mail address through Buzzport **prior** to being issued a P2D2 account, your P2D2 User ID and password will be affected accordingly. After logging in, you can change your password to something only you will know. (See instructions for changing your password, below.)

II. Schedule meeting

- Click on “Schedule/View Advisor-Student Meetings”
- Select a date to meet with an advisor
- Select an available time slot
- Click on “Schedule Meeting”
- On the next screen, select an entry from the “Reason for Meeting” drop-down menu to indicate the general purpose of the meeting
- Include any additional helpful details in the space provided
- Click “Update”
- **NOTE:** *The system will require you to schedule the meeting **at least four hours in advance**. During busy times of the semester, you may find it necessary to schedule a meeting several days in advance in order to find an open appointment time.*

III. Day of meeting

- Arrive at least five minutes prior to your meeting time and sit in the waiting area closest to the advisor’s office
- Your advisor will greet you as soon as he or she is available

IV. Canceling a scheduled meeting

- Log onto P2D2
- Click on “Schedule/View Advisor-Student Meetings”
- Locate the date and time of your meeting
- Click on the “Meeting with advisor” link
- On the next screen, click “Cancel Meeting”
- **NOTE:** *If you need to cancel a scheduled meeting, please do so at least four hours in advance. Be sure to cancel any meetings you cannot attend in order to give other students the chance to use your appointment time.*

Changing your password

To change your password: *(Highly Recommended)*

- Click on the “Change Password” link on your profile page
- In the **New Password** field, enter an alpha numeric password that is 1 to 25 characters in length.
- Re-enter your new password in the **Re-enter New Password** field.
- Click on the **Update** button.
- Click on the **Home** link to return to the welcome screen.

Uploading your resume

To upload your resume: Your resume must be approved by your advisor and then uploaded to P2D2 before you can apply for jobs. A cover letter or transcript is not necessary unless specified in the job description.

- Click on the **Upload Document** link on the ‘Resumes and Related Documents’ page.
- Browse for your resume or document on either your computer hard drive or external device by clicking on the **Browse** button next to the **File** field. Once you have located the file that you want to upload, click on the **Open** button.
- Select the document type of the document you are uploading. This is a **REQUIRED** field.
- You can provide a brief description of your documents (optional).
- Finally, you can designate which of your documents is the default for submission to potential employers. You should designate at least **ONE** document as your default.
- Click **Add** to upload your resume/document.
- Click on the **Home** link to return to the welcome screen.

Searching for jobs

To search for jobs: *(You must gain full access to P2D2 from your advisor in order to apply for jobs. Full access is granted after your resume has been approved.)*

- Click on the **Find Jobs** tab to go to the Job Search screen.
- You can search jobs by company, major, location, deadline date, minimum GPA and/or starting semester.
- Click on the link at the top of the screen (**Find jobs matching my profile**) to find all jobs that match your major, GPA, citizenship, and job type (co-op or intern).

Saving jobs

To save jobs: Click the check box next to the job(s) that you wish to save. Then click on Save Selected Jobs at the bottom of the page.

Applying for jobs

To apply for jobs: *You will be able to apply to a job ONLY if you meet the qualifications (Major, GPA and Citizenship)*

- Click on the Job Number/Title.
- On the **Job Detail** screen that appears, click on the blue **Apply** button in the top left corner. (Contact your advisor if you see an error message that reads: *Currently being blocked from applying for jobs. Please see your advisor if you believe that you should be able to apply for jobs.* This error often appears when your advisor has not yet reviewed your resume.)
- On the **Employer Job – Student – Add/Modify** screen that appears, select the resume you want to submit to the employer along with any other documents requested by the employer.
- Click on the **Add** button.
- **If the job is an on-campus interview**, you need to **meet with your advisor** after applying so that he/she can place you on the interview schedule.
- **If the position is a resume referral**, your resume will be sent to the employer on your behalf.