Co-op dates (dates the students will be working)

**Dates of Up-coming Co-op Cycles** *(dates students will be working / Six-Month Assignments)*

<table>
<thead>
<tr>
<th>Co-op Term</th>
<th>Posting date</th>
<th>Resumes to employer</th>
<th>Employment Start date</th>
<th>Employment End date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring/Summer I, 2015</strong></td>
<td>January 5 (Monday)</td>
<td>Mid- October</td>
<td>Beginning of Jan</td>
<td>end of June</td>
</tr>
<tr>
<td>(January-June)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer II/Fall, 2015</strong></td>
<td>July 6 (Monday)</td>
<td>Early to mid-September</td>
<td>Mid- October</td>
<td>Beginning of July</td>
</tr>
<tr>
<td>(July-December)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring/Summer I, 2016</strong></td>
<td>January 4 (Monday)</td>
<td>Early to mid-March</td>
<td>Beginning of Jan</td>
<td>end of June</td>
</tr>
<tr>
<td>(January-June)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer II/Fall, 2016</strong></td>
<td>TBA</td>
<td>Early to mid-March</td>
<td>Beginning of July</td>
<td>end of December</td>
</tr>
<tr>
<td>(July-December)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*In cases in which the proposed end date falls during the week (i.e. Wednesday), the employer has the option of extending the co-op assignment to the Friday at the end of that week. Each student should confirm the actual end date for his or her co-op assignment with the employer, as well as, with the co-op coordinator.*

**Suggestions for co-op hiring cycles**

*To get the best Northeastern University students for your company ... We have two Cycles – Spring and Fall*

- Co-ops are Full Time, Paid positions - (with no benefits, the students are “still students” while on co-op...they are just not in classes)
- We post positions into our database for the students to read and apply to. Below is an explanation of the timelines of when we should try to post and open positions so that we can get you resumes on time.

**POSTING - RESUME TIMELINE** *(start/end dates)* *(they change each cycle, but these are usually the timelines we work on)*

<table>
<thead>
<tr>
<th>Co-op Term</th>
<th>Posting date</th>
<th>Resumes to employer</th>
<th>Employment Start date</th>
<th>Employment End date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January – June</strong> Spring</td>
<td>Early to mid-September</td>
<td>Mid- October</td>
<td>Beginning of Jan</td>
<td>end of June</td>
</tr>
<tr>
<td><strong>July – December</strong> Fall</td>
<td>Mid to late January</td>
<td>Early to mid-March</td>
<td>Beginning of July</td>
<td>end of December</td>
</tr>
</tbody>
</table>

- As stated above, we aim to get resumes to our employers giving them ample time to interview and hire the best students in advance of their needs.
- So, how can an employer ensure that they “snag” the best co-op students to work with them?
- Interview and make offers early!

**Suggested INTERVIEW AND HIRING OFFER TIMELINE** *(to snag the best students)*

<table>
<thead>
<tr>
<th>Co-op Term</th>
<th>Employers get resumes</th>
<th>Best time to interview</th>
<th>Best time to make offer</th>
<th>Employment Start date</th>
<th>Employment End date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January – June</strong> Spring</td>
<td>Mid- October</td>
<td>Mid to late Oct, or Early November</td>
<td>Late Oct, mid-Nov</td>
<td>Beginning of Jan</td>
<td>end of June</td>
</tr>
<tr>
<td><strong>July – December</strong> Fall</td>
<td>Early to mid-March</td>
<td>Mid to late March, or early April</td>
<td>Late March, early April</td>
<td>Beginning of July</td>
<td>end of December</td>
</tr>
</tbody>
</table>

- You can still find and hire quality candidates later in the hiring cycle, but (right or wrong) students assume that the best jobs get “snagged up” quickly...so they get frantic and focus elsewhere if they are not called right away.
- You can also post new positions after the initial "flurry", it just has a smaller “audience” of interested students during the first cycle (of resumes) because a lot of the students accept jobs quickly.

Lisa Worsh, MEd, Co-op Education Faculty - Northeastern University  
617-373-4773  
L.worsh@neu.edu  
http://www.northeastern.edu/ashcoop/employers/