

Co-op Job Search Process

Clear your resume with your Coop Coordinator



You won't be able to search for jobs until your Coordinator approves your resume on NUCareers.

Check to see if you are **Co-op Work Study Eligible** in the Student Employment Office- 271 Huntington Ave



Search for jobs on NUCareers

Read the job descriptions **carefully**, and keep the following in mind:

- You can apply to jobs in any major, as long as you have the skills required in the job description;
- If a job is "Co-op Work Study Required," you must check to see if you are eligible, and then give the paperwork to your Coop Coordinator;
- Check to see if a job is paid, requires a car, or requires US Citizenship, and only apply to jobs that match your needs.
- Some jobs require cover letters or essays – make sure to include those!

Job Acceptance

Congratulations! Let your Coordinator know when you have accepted a position.



Interviews

Good Luck! Let your Coordinator know when you have interviews.



"Released to Employer"

Your resume is in the employer's hands. You may hear from them about interview opportunities.



If the other Coordinator decides to send out your resume...

"Referred to Alternate Coordinator"

This job is managed by another Coordinator. Your Coordinator referred your resume to them. That Coordinator will determine whether to send it to the employer or not.*

* You may need to meet with this other Coordinator

"Will Release"

Your resume is tagged to be sent in the next batch of resumes sent to this employer. After the initial resume push, this happens at different times for different employers, if at all.

"Application Denied"

You aren't qualified for this position; talk to your Coordinator for more details about why.

Select a priority level for jobs as you read them (this will save you a ton of time later on)

Select the 5-7 jobs you would like your resume to be sent to.

You can select more later, but you must limit your initial selection to 7 jobs. It is very important that you:

- **Check the box that says "Apply"**
Your Co-op Coordinator will filter for this value, and won't see any jobs which you haven't marked with "Apply".

FYI - Clicking "Apply" doesn't send your resume; it lets your Coordinator know you're interested so they can act in the next step.



Coop Coordinator's Response

Your Coop Coordinator will look through the jobs you have Applied to and will do one of three things with your resume.

