

## Employer - How to search for co-op candidate profiles in NUcareers

1. Log in to [nucareers.northeastern.edu/employers](https://nucareers.northeastern.edu/employers). This opens your Dashboard/Overview.
2. Click on the red text banner 'Search Digital Co-op Student Database'; this takes you to the Skills Profile overview page. You will see the work periods that candidates have submitted profiles to be considered for, and the number of profiles available that can be explored for each work period.
3. For the work period you wish to explore available profiles, click the blue 'View all Students' button. Your Search Results present a list of students who have skills profiles posted for the work period. Click the 'Filter' button. Scroll down to see all the filters that are available to you. Set the filters and then click the 'Apply Filter' button. This will focus the Search Results according to the filters you have set. If you get no results, no profiles comport with the filters you have set, so you will have to choose different filters and apply them again.
4. An alternative to the above approach of first viewing all students with profiles is to go directly to the filter panel from the Skills Profile overview page; to do this from the overview page click the blue 'Search' button instead of 'View All Students'.
5. Note that upon applying filters to your search results, your filter settings are indicated at the top of the Search Results screen. Click the 'x' on any of the filter settings to delete a filter setting to reset your search results.
6. If after applying filters you decide that you intend to use the same filters on future searches, click 'Save Filter' to save the filter settings. Give the filter setting you wish to save a name, then click 'Save Filter'. This will load the saved filters into a menu at the top of your search results that you can select from to apply the filter with one click in future search sessions. Note that if you wish to have the filters applied automatically when running future searches (i.e. without having to choose them from a menu), click 'Manage Filters' and next the saved filter name check the box 'Apply on Page Load'.
7. To view the details of a particular candidate's profile, scroll down your Search Results noting the availability of each candidate's email and phone number, class level, as well as college and program details. If from these details a particular candidate interests you, click the blue 'View Profile' button of the candidate; a separate browser tab will open presenting additional skill details about the candidate from his/her Profile.
8. To view a particular candidate's resume, in your Search Results click the blue 'View Resume' button of the candidate. A pop up will present the resume associated to the Profile. Review the resume. Click the 'x' at the top right of the Resume pop-up view to close it.
9. You can bundle one or more resumes into a PDF file that you can print and/or email to colleagues. On the left side of the screen check the boxes of the Profiles whose resumes you wish to download; then click the blue 'Actions' button and select 'Download Selected Resumes'. The PDF will appear in your browser's download view.
10. Contact candidates directly by email or phone.

## **Employer - How to search and 'Select for Interview' co-op job applicants in NUcareers**

1. Log in to [nucareers.northeastern.edu/employers](https://nucareers.northeastern.edu/employers). This opens your Dashboard/Overview.
2. Click the grey 'Co-op Postings' banner. This will take you to the Co-op Job Postings / Applications screen. Most recently posted co-op positions appear at the top of list of positions you have made available to Northeastern candidates.
3. In the '# of Applications' column, choose an active job indicating the availability of one or more applications; click the 'Click to View' link; this will launch a list of applicants to date for the position.
4. Click the blue 'Filter' button. Here you can select filters to focus who is shown in the applicant list. You also have the option to 'Load Student Skills' to add filtering on information contained in an applicant's Skill Profile. Select the filters you wish to apply. Click the 'Apply Filter' button. This will focus the list of applicants based on the criteria you applied.
5. For a particular applicant in the applicant list, in the 'Profile' column, click the blue 'View' button to view the student's Skills Profile.
6. For a particular student in the applicant list, in the 'App Pkg' column, click the blue 'Options' button; in the menu choose whether you wish to 'Download Bundle' (i.e., a pdf of the student's application package -cover letter, resume, etc.); or, if you simply wish to see a 'Quick View' of the student's application package (a pop-up view without having to open a downloaded file).
7. For those applicants you wish to interview, change the 'App Status' setting to 'Selected for Interview'.

## **Employers - How to use automated (NUcareers-communicated) co-op job offering**

1. Log in to [nucareers.northeastern.edu/employers](https://nucareers.northeastern.edu/employers). This opens your Dashboard/Overview.
2. Click the grey 'Co-op Postings' banner. This will take you to the Co-op Job Postings / Applications screen. Most recently posted co-op positions appear at the top of the list of positions you have made available to Northeastern candidates.
3. In the '# of Applications' column, choose an active job indicating the availability of one or more applications; click the 'Click to View' link; this will launch a list of the applicants to date for the position.
4. Update the 'App Status' of applicants to 'Selected for Interview'. Co-op applicants must be set to 'Selected for Interview' in order to be included in the extension of automatic offers through NUcareers.
5. Click the blue 'Expire' button. This will close the job's availability to further applicants.
6. Click 'Offer Option' -> Enter Rankings. This will launch the screen for entering offer rankings.
7. Enter values for Ranking, Salary, Payment Frequency, and optionally, an offer 'Note to Student'.
8. Make sure the quantity of '#1' rankings equals the quantity of openings available for the job posting.
9. Click 'Save Ranking'

10. #1-ranked applicants have two business days to accept or decline your offer before the offer is automatically extended on a rolling basis to lower-ranked applicants. Applicants who have been extended offers are sent an email by the NUcareers system to prompt them to log in and respond. As applicants accept or decline your offers you are notified by email of the applicant's accept or decline.
11. You can see a list of applicants who have accepted an offer to a particular job posting by opening the job posting. On your dashboard, click the grey 'Co-op Postings' banner. This will take you to the Co-op Job Postings / Applications screen. Most recently posted co-op positions appear at the top of the list of positions you have made available to Northeastern candidates. For a particular job posting, click the blue "View" button to open the "Posting Detail". Then click on the tab "Work Term Records" to see who has accepted job offers to that posting.