**EMPLOYER FAQ’s**

**What new features are now available to me?**

- Immediate access to applicants meeting your eligibility criteria regardless of their academic program.
- Searching and filtering that quickly refine your preferred list of candidates based on credential, personal attributes, abilities, and experiences.
- A searchable digital resume database to help expand your potential candidate pool.
- An automated offer process that allows you to rank candidates and extend offers to them with a 48-hour student response timeline. The system will cycle to backup candidates if your first choice does not accept.
- On-line training and 24/7 access for technical assistance.

**When will these new features be available?**

- Everything should be in place to allow you to leverage these new capabilities during the Fall term recruiting period that focuses on Spring co-op candidates.

**Has the recruiting timeline changed?**

- We will continue to support your recruiting efforts as we always have by providing guidance and advice about the nature and timing of your activities. We have made some changes to help both students and employers navigate the often-hectic Fall recruiting period.
- We have implemented a two-week moratorium on the extension of all co-op offers. That period runs from Monday October, 15 to Sunday October 28, 2018. The impetus behind this is to provide some “breathing room” for everyone and allow some time for reflection and consideration. Companies who typically recruit early can of course extend offers in advance of October 15. Employers who recruit somewhat later in the term can extend offers again beginning Monday October 29th and on an on-going basis thereafter.

**How does the automated offer process work?**

- The automated offer tool is available to all employers, but its use is optional.
- Once you have completed your recruiting activities and have identified the candidate(s) for each of your open jobs you can access the tool through the NUCareers system.
- Once there, you close your open job posting and choose those to whom you wish to extend an offer from your applicant list. You tag those you interviewed and are willing to offer the position to. You can then rank order your candidates if you wish so that the system will continue to extend offers if your first-choice candidate declines.
- You can enter directly into the system, or cut and paste from other documents, any pertinent offer details and information, and you can set different wage amounts for each candidate you have ranked.
- If you are extending offers before October 15th, your offers will go out immediately and students will respond within 48 hours.
- If your schedule of activities does not allow for you to reach closure by that deadline, you can use the tool during the two week offer moratorium period and the system will release your offers to candidates beginning the morning of October 29th.
If you choose to recruit later in the semester, you will still be able to use the tool and your offers will go out immediately once you have entered them into the system.

An email push notification alerts you that your job has been filled and prompts you to go into the system for any further details.

In the event your co-op position was not filled, please contact your Co-op Relationship Manager and we will reopen the job for you.

**What are the new “search and sort” features available to me?**

- We are providing you with new tools to aid in your review of applicants to your open positions AND to the available candidate pool at large.
- As in the past, you can continue to set initial candidate eligibility requirements based on level (e.g. undergraduate, masters, PhD), GPA, and citizenship (if, in this case, you have clear legal reasons for justifying any restrictions).
- Candidate credentials are accessible as soon as the applicant expresses interest in your position. There is no more delayed bundling of applicants that are in turn released for your consideration.
- Each co-op applicant completes a Student Skill Profile which identifies a number of personal skills, abilities, and experiences that then become searchable for you. Among these are employment interests, technical and clinical skills, and extracurricular activities. Students can also indicate whether they are veterans, varsity athletes, honor society members and so forth.
- You can search and choose from various pulldown menus to focus on specific areas of interest to you to hone down your list of candidates, at that point you can also sort your list by college or program, for example, to further refine your efforts.
- Student profiles and application materials are then readily available for your review and action
- You can use the exact same search and sort features to review the available pool of co-op candidates whether they have applied to your openings or not. Students have the choice of opting into this digital co-op candidate database in order to raise their visibility among prospective employers. If you feel you are not getting the kind of candidates you want, you can search this database and reach out to students you might be interested in attracting.

**How can my Co-op Relationship Manager be of most help to me in this new process?**

- Your Relationship Manager will continue to provide important insights about the best recruiting strategies, timelines, and activities along with information about the university’s academic programs and general co-op candidate pool. That person will also help you navigate the new system features and assist, as needed and appropriate, in your sourcing efforts.
- We have also added 24/7 Northeastern University Help Desk support - available by phone at 617.373.4357 or at help@northeastern.edu – to assist with any technical or access concerns.

**What more information can I expect to see about these new features?**

- More information will be available soon via our NUCareers Help web site page and through our new chatbot application. The Help page will also feature instructional videos and other helpful orientation and training content.