

RENSELAEER CO-OP APPLICANT TIMELINE

2009-2010

Fall 2009

August-September

Register/update your profile on Joblink

- Indicate co-op interest by designating the specific terms you want to be on co-op in Profile/Academic Information tab

September (ongoing)

Prepare for Co-op opportunities

- Update resume and have it critiqued at the Career Development Center
 - Attend workshops for interviews & job search.
- *CDC workshops are posted under Events/Workshops/Special Events in Joblink*

Apply for Co-op opportunities

- Monitor “On-Campus Recruiting” & “Job Postings” on Joblink
- Attend NSBE/SHPE Career Fair (10/2-10/3); explore Co-op jobs with recruiters
- If you don’t find opportunities in your field, schedule appointment to see Counselor

October 5-23

Co-op Campus Interviews

November 2

Employers will begin extending job offers to co-op candidates on this date

- You should be given several days to make a decision
- If you receive offers that require a decision prior to this date, contact the CDC!

November (ongoing)

- After accepting a Co-op job, sign up for “**Co-op Briefing**” on Joblink
- Bring a copy of the job offer letter and your resume to this meeting. The letter must include the starting & ending date, rate of pay, and a brief job description.

November-December

- Search for apartment; resolve housing issues locally (if any)
- Drop classes on SIS; the CDC will register you for Co-op

Spring 2009

January

Register/update your profile on RedHawk Joblink

- Indicate Co-op interest by designating the specific terms you want to be on co-op in Profile/Academic Information tab

January (ongoing)

Prepare to apply for Co-op opportunities

- Update resume and have it critiqued at the Career Development Center
 - Attend workshops to prepare for interviews & job search.
- *CDC workshops are posted under Events/Workshops/Special Events in JobLink*

Apply for Co-op opportunities

- Monitor “On-Campus Recruiting” & “Job Postings” on Joblink
- Attend CDC Career Fair on February 3; explore Co-op jobs with recruiters
- If don’t find opportunities in your field, schedule appointment to see Counselor

February 2-20

Campus Interviews

March 7

Employers will begin extending job offers to co-op candidates on this date

- You should be given several days to make a decision
- If you receive offers that require a decision prior to this date, contact the CDC

March (ongoing)

- After accepting a Co-op job, sign up for “**Co-op Briefing**” on Joblink
- Bring a copy of the job offer letter and your resume to this meeting. The letter must include the starting & ending date, rate of pay, and a brief job description.

April-May

- Search for apartment; resolve housing issues locally (if any)
- Drop classes & register for Co-op on SIS