The Full Co-op Process in Six Easy Steps

1. Identify your needs
Your assigned Co-op Faculty contact can advise you regarding the students who are available, the types of tasks appropriate for a co-op position, and how students can benefit your organization.

2. Submit a job description
Co-op Faculty can help you refine the job description and identify appropriate qualifications such as completed coursework and technical skills.

3. Review Résumés
Co-op Faculty send resumes of interested students to you by email.

4. Interview Candidates
You select the students you wish to interview and set up interview times that work with your schedule. Conduct candidate interviews either at your work site, virtually, or on Northeastern’s campus (if your office is not local).

5. Hire, Train, and oversee students
Make the final selections and extend the offer to your candidate of choice. After the students begin work, provide the necessary orientation and help identify learning objectives as well as job training, ongoing communication and support.

6. Evaluate your co-op student
Complete an online evaluation at the end of the co-op assignment for each student and review the evaluation with the student.