

RENSELAER CO-OP APPLICANT TIMELINE

2008-2009

Fall 2008

August -September

Register/update your profile on RedHawk Joblink
■ Indicate Co-op interest by designating “Spring-Summer 2009” or “Summer-Fall 2009” in Profile/Academic Information tab

September

Prepare to apply for Co-op opportunities
■ Update resume and have it critiqued at “Resumania”
■ Attend workshops to prepare for interviews & co-op search.
**CDC workshops are posted under Events/Workshops/Special Events in Redhawk-JobLink*

September (ongoing)

Apply for Co-op opportunities
■ Monitor “On-Campus Recruiting” & “Job Postings” on Joblink
■ Attend NSBE/SHPE Career Fair (10/3-10/4); explore Co-op jobs with recruiters
■ If you don’t find opportunities in your field, schedule appointment to see Counselor

October 6-24

Co-op Campus Interviews

November 3

Employers will begin extending job offers to co-op candidates
■ 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, bring copies of job offer and resume to CDC
■ Sign up for “Co-op Briefing” to find out next steps in process

November-December

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

January 1

Co-op students available for Spring/Spring-Summer assignments.

Spring 2009

January

Register/update your profile on RedHawk Joblink
■ Indicate Co-op interest by designating “Summer-Fall 2009” in Profile/Academic Information tab

January

Prepare to apply for Co-op opportunities
■ Update resume and have it critiqued at “Resumania”
■ Attend workshops to prepare for interviews & co-op search.
**CDC workshops are posted under Events/Workshops/Special Events in Redhawk-JobLink*

January (ongoing)

Apply for Co-op opportunities
■ Monitor “On-Campus Recruiting” & “Job Postings” on Joblink
■ Attend CDC Career Fair (1/27); 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
■ 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, bring copies of job offer and resume to CDC
■ Sign up for “Co-op Briefing” to find out next steps in process

April-May

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

May 11

Co-op students available for Summer/Summer-Fall assignments