

CCIS CO-OP REFERRAL – SUMMER/FALL 2012 Grads

Primary Referral: To participate, you must complete the following steps to be cleared by Wednesday, **February 8th**

- First Formal Interview (first time co-op students)
- Seeking New Assignment Meeting
- Updated resume & complete Final Clearance/digital picture - See back for additional directions

Important Dates in Co-op Process:

Date	Event	Detail
January 13(Friday)	Seeking New Assignment	1 – 2; 325 BK
January 26 (Thursday)	Seeking New Assignment	2 -3 104 WVG
February 8 (Wednesday)	Career Fair	2:00 – 6:00pm, Cabot Cage
February 6 (Monday)	Co-op Expo	5:00 Raytheon Ampitheater
February 10 (Wednesday)	FINAL CLEARANCE DEADLINE	Make 15 minute app with Professor Simms
February 13 (Monday)		Beginning of first resumes being sent to employers
Continued Clearances	Weekly Check –in	Make 15 minute app with Professor Simms

Professor Simms (Graduate Students)
302 WVH
Ms. Barbara Lechner; 358 WVH

STAY TUNED FOR INFORMATION ON:

Information Sessions, On-campus interviews, Hot Job emails

CCIS GRAD CO-OP REFERRAL – Summer/Fall 2012

PRIMARY REFERRAL: To participate in the primary CCIS Grad referral, you must be cleared by **Wednesday, February 8.** All students without positions should be cleared for this referral. Continuous Clearances will be allowed throughout the semester.

Signups in MyNEU COOL once Cleared

Using the database -- brief review

- (CCIS Grad ...) "Tags" in job titles are PENDING. Can rate all jobs and go back and choose 5, “Very Interested” and 5, “Moderately Interested”.
- D(CCIS Grad ...) "Tags" in job titles are DEFINITE. Can rate all jobs and go back and choose 5 “Very Interested” and 5, “Moderately Interested”.
- **Total of 10: Definite and Pending.**
- Stretch yourself for the first referral.
- Must also click **REQUEST TO APPLY**
- Sort by levels to help you find appropriate jobs.
- New search function on Car Not Required.
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Continuous Referrals – Continue to Sign up after August 31, 2012