

CCIS GRAD CO-OP REFERRAL – SummerFall 2011

If you plan to return to your employer. Confirm with your employer, discuss your duties, email Professor Simms with name of supervisor, title and salary. Do this as soon as possible, deadline Feb. 10

Once your resumes has been approved, then....

Upload a current resume into MyNEU COOL

Schedule final clearance meeting if your resume has been approved and you've attended a Seeking New Meeting.

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k`Jg`f`YZffU`"

Co-op Expo: Wed 2/9 5:00 – 9:00 CCIS T.B.D.

Seeking New Assignments (Graduates only) <http://www.ccs.neu.edu/co-op/calendar/index.html>

NU Career Fair Thurs 2/10 2 – 6 Cabot Cage

Clearance: Fri 2/10

Cool Signup Deadline & First Referral: Mon 2/14 9:00 AM

LATE REFERRAL: Clearance to be determined.

For students who missed the primary referral.

Attend "Seeking New Assignments".

Seeking New Assignments See Google Calendar: <http://www.ccs.neu.edu/co-op/calendar/index.html>

Final Clearance Date: A continuous activity

Cool Signup Deadline Referral: Announced as they are scheduled

SPECIAL EVENTS:

Co-op opportunities Expo 2/9 5 – 9 CCIS Pre register. CCIS Grad students seeking 6-8 month assignments are strongly encouraged to attend

Sigups in MyNEU COOL

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".
- **10 TOTAL Definite and 10 TOTAL 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.