

Seeking new assignment information for students seeking 2nd or 3rd co-op.

SEEKING NEW ASSIGNMENTS has changed from a meeting format to written materials to review prior to your job search. We are experimenting with simplifying the clearance process and will not require you to attend a “seeking new assignments” meeting, instead you will be expected to read and know details about the job search and sign the [Professional Standards for the Job Search](#) form (bring it to your final clearance meeting). Updating your resume and completing the final clearance meeting will be the same as before. **You must decide by Jan 27, if you will return to your company or not.**

NEW EVENT (recommended) Brush up your skills. Tuesday February 2. 5:30 – 8 PM. Evening to help you prepare for technical questions/problems on interviews, extra interview practice, professional job search tips, resume review, and more.

See the [calendar](#) for important dates. You **must be cleared before Thurs. Feb. 9** to participate in the first referral. Please remember how busy it is in mid-October, we can't possibly clear everyone at the last minute so update your resume and schedule a final clearance meeting.

You are still responsible for the material that used to be in “Seeking New Assignments” check out the links and process below:

[Critical reminders about using Cool.](#) (Google Doc)

[Important reminders about the job search.](#) (Google Doc)

Seeking New Co-op Assignments: The Process

You may be evaluating whether or not to change employers, or you may know you want to try something else. Whichever the case, you must let both your Co-op Faculty Coordinator and your employer know.

If you are certain you are not returning to your co-op job, talk with your employer and schedule a final clearance meeting with your Co-op Faculty Coordinator.

- o Review final clearance requirements at: <http://www.ccs.neu.edu/co-op/calendar/finalclearance.html>
- o Download a copy of [Professional Standards Agreement Form](#) which is required for final clearance

If you are uncertain about returning to the same co-op position, talk with both your coordinator and your employer to let both know that you are considering a change for your next co-op.

- o Your employer will post your position as open.
- o You will be given the opportunity to view the open jobs database for a short period, until Oct 5 by which time you must make a decision about whether you will return.
- o If you decide to return to the employer, your job will be closed to other students and you will meet with your Faculty Co-op Coordinator to complete the paperwork.

If you decide not to return to the employer, your job will remain open to other students and you may be released to pursue new co-op jobs after completing final clearance requirements.

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CCIS Referral dates and deadlines for each semester are available here: <http://www.ccs.neu.edu/co-op/calendar/index.html>

The CCIS Co-op Manual with complete and detailed information about all phases of the co-op including the referral process, your responsibilities while on co-op and successful completion requirements can be found here: <http://www.ccs.neu.edu/co-op/manual/index.html>

Considering an International Co-op? The staff of the [International Co-op Office host information sessions each semester](#). Start early as developing international opportunities requires much greater lead time than the traditional co-op. Remember that there are University scholarships available to help offset lower salaries and the cost of airfare.

As you have questions before, during, or after your co-op experience, contact your Faculty Co-op Coordinator.

Regards,

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