

2 Steps to the Co-op Recruiting Process

Step One: Co-op Job Posting and On Campus Interviewing (OCI):

1. **Participate in our Co-op On Campus Interviewing (OCI) program:** Create your employer Handshake account to post Co-op positions and select your Co-op OCI date for the spring 2018 Co-op recruiting process. Directions for setting up your employer account on Handshake can be found [here](#). **We have selected Monday, November 27th as the date for when employers may begin selecting spring 2018 OCI dates.** When posting your Co-op position, please be sure to select “Cooperative Education” as the position type so we can accurately approve it as a position for our Co-op Program.
 - A. Interviews on campus for Co-op positions have been framed between **February 12 and March 30, 2018.**
 - B. When requesting an interview schedule/date, you will be required to attach your Co-op position as well.

Step Two: Co-op Offer Process:

1. Offers to students will be accurately and efficiently conveyed to the candidates through The Center for Career & Professional Development (CCPD). Please do not contact individual students regarding your offers.
2. Please notify Nick Praedin as to whom your top candidates are based on your interviews. We suggest submitting a rank ordering of the candidates. For example, if you are interested in filling one position, tell us who your top 3-4 candidates are in order of preference.
3. Upon notifying Nick of your rank order, please include the complete terms of the offer; (including but not limited to: salary/hourly wage, benefits, housing assistance, overtime pay, moving expense reimbursement, etc.).
4. This offer information (in its entirety) will be presented to the #1 candidate(s). Candidates #2, #3 etc. will be notified that they have been selected as alternates.
5. Upon receiving the offer, the student has the option to:
 1. **Accept** the offer and withdraw from further interviews.
 2. **Hold** the offer until interviews are completed - students are limited to holding a maximum of 3 offers.
 3. **Decline** the offer, at which point the terms of the offer will be relayed to candidate #2, and so on.
6. CCPD will notify you when a candidate accepts your offer.

For questions concerning what to include in Co-op job postings, salary averages, schedules, and other information related to the Co-op Program, please contact Nick Praedin. Please see below for contact information.

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