

## The Co-op Process

- Schedule an appointment with the Co-op Coordinator – Career Services 724-938-4413 or [careers@calu.edu](mailto:careers@calu.edu)
- Meet with Co-op Coordinator– Career Services, EBE # 230
- Register on the College Central Network – [www.collegecentral.com/cal](http://www.collegecentral.com/cal)
- Search for co-op opportunities on the College Central Network website - <http://www.collegecentral.com/cal>
- If there are no co-op positions posted that fit your career interest, conduct co-op job search with help from the Co-op Coordinator.
- Submit application materials for positions posted on website to Co-op Coordinator who will forward information to employer or directly apply for positions online. (Application method is according to employer preference.)
- Employers select candidates and schedule interviews
- If you are hired you **MUST** inform the Co-op Coordinator
- Complete all paperwork so that CO-OP experience can be transcribed