Suggestions for co-op hiring cycles

To get the best Northeastern University students for your company ....

We have two Cycles – **Spring** and **Fall**

**Spring** = January – June  
**Fall** = July – December

Co-ops are Full Time, Paid positions  
(with no benefits, the students are “still students” while on co-op….they are just not in classes)

We post positions into our database for the students to read and apply to. Below is an explanation of the timelines of when we should try to post and open positions so that we can get you resumes on time.

**POSTING - RESUME TIMELINE (and start/end dates) (they change each cycle, but these are usually the timelines we work on)**

<table>
<thead>
<tr>
<th>Co-op Term</th>
<th>Posting date</th>
<th>Resumes to employer</th>
<th>Employment Start date</th>
<th>Employment End date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January – June</strong>&lt;br&gt;Spring</td>
<td>Early to mid-September</td>
<td>Mid- October</td>
<td>Beginning of Jan</td>
<td>end of June</td>
</tr>
<tr>
<td><strong>July – December</strong>&lt;br&gt;Fall</td>
<td>Mid to late January</td>
<td>Early to mid-March</td>
<td>Beginning of July</td>
<td>end of December</td>
</tr>
</tbody>
</table>

As stated above, we aim to get resumes to our employers giving them ample time to interview and hire the best students in advance of their needs.

So, how can an employer ensure that they “snag” the best co-op students to work with them?

Interview and make offers early!

**Suggested INTERVIEW AND HIRING OFFER TIMELINE (to snag the best students)**

<table>
<thead>
<tr>
<th>Co-op Term</th>
<th>Employers get resumes</th>
<th>Best time to interview</th>
<th>Best time to make offer</th>
<th>Employment Start date</th>
<th>Employment End date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January – June</strong>&lt;br&gt;Spring</td>
<td>Mid- October</td>
<td>Mid to late Oct, or Early November</td>
<td><strong>Late Oct, mid-Nov</strong></td>
<td>Beginning of Jan</td>
<td>end of June</td>
</tr>
<tr>
<td><strong>July – December</strong>&lt;br&gt;Fall</td>
<td>Early to mid-March</td>
<td>Mid to late March, or early April</td>
<td><strong>Late March, early April</strong></td>
<td>Beginning of July</td>
<td>end of December</td>
</tr>
</tbody>
</table>

You can still find and hire quality candidates later in the hiring cycle, but (right or wrong) students assume that the best jobs get “snagged up” quickly…so they get frantic and focus elsewhere if they are not called right away.

You can also post new positions after the initial “flurry”, it just has a smaller “audience” of interested students during the first cycle (of resumes) because a lot of the students accept jobs quickly.

Lisa Worsh, MEd  
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