How to schedule an appointment:
You must get a cross referral in myNEU COOL from your Co-op Coordinator and meet with a member of the DMSB Finance Co-op Team to apply to Finance positions. Appointments are available Monday-Friday at designated times. Please use the myNEU appointment calendar to schedule your appointment with the appropriate coordinator in the time blocks listed below:

<table>
<thead>
<tr>
<th>Day</th>
<th>Available Times</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Ryann Kelley: 10am-11am</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sallyann Kakas: 9am-10am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Megan Richmond: 8:30am – 9:30am</td>
</tr>
<tr>
<td>Thursday</td>
<td>Linda Sarkisian: 9am-10am OR Lauren Maloney: 3pm – 4pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Kelly Harrington: 9am – 10am OR Heather Hauck 1:30pm-3pm</td>
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*Note: If you would like to meet with Professor Elizabeth Chilvers, please email her directly at e.chilvers@neu.edu and provide your phone number, available times to meet, and which positions you want to discuss.*

If you are unable to get an appointment during the time slots listed above, or, if you have a question or concern that you feel is urgent, please email Kelsey Hersh at k.hersh@neu.edu or Kayla Bassett at k.bassett@neu.edu.

Required Preparation for a Finance Cross Referral Meeting:
You must bring the following materials to your cross referral meeting to be considered:
- A copy of your most updated resume
- A hard copy of your most recent co-op employer evaluation (if you have previously completed a co-op)
- Copies of any job descriptions to which you want to apply
  - Be prepared to speak about why you are interested in qualified in the position(s)

Resume send policy:
Only students who meet the minimum criteria listed in the job description will be considered. In the event there are more qualified students for a position than we can send to an employer, preference will go to students based on the following criteria (not necessarily in this order):
- Relevant work experience
- Relevant course work
- Demonstrated interest/passion for the particular industry or role
- Excellent previous performance evaluation (if applicable)
- Demonstrated level of professionalism in co-op faculty interactions
- GPA

Finance Resource Guide:
While the finance co-op job market is currently very strong, it remains very competitive. Employers have high expectations; however, there are many things that you can do to gain an edge in the process. Prior to your meeting with a finance coordinator, please take a few minutes to review our “Finance Resource Guide” that can be accessed via a link. Please ask your coordinator for this link.

Help Us Help You! - Once your resume is sent to an employer
To help us to best work with you during your co-op search, we ask that you email the Finance Coordinator who you are working with to let us know when you have been contacted for an interview or receive an offer. By keeping us informed of your co-op search process, we are able to know if you are available for new positions that might become available after your referral meeting. We are also better able to give employers a sense of the available student pool and focus our time on students still seeking a coop. You should also always copy your primary Coordinator on all communications regarding your coop search.

Thank you – The D’Amore-McKim Finance Co-op Team