Cross Referral Process for SPRING 2015 Placements

Meeting with a D’Amore-McKim School of Business Marketing Co-op Coordinator—Handout for All (non-Business or dual) Majors

What to do before your Cross Referral Meeting:
1. Rank the positions that you are interested in (very or moderately interested)
2. Check the bottom of the job description that you are interested in and make sure that one of the marketing co-op coordinators is listed (Bonnie Brock, Brooke Johnson, Ernest Mauristhene and Christina Roberts). You will meet with Peg Grimes to receive your marketing referral.
3. Meet with your own co-op coordinator and get a cross-referral on MyNeu COOL before meeting with Peg Grimes

How to See a Marketing Coordinator Representative:
⇒ Marketing cross-referral walk-in hours will be available 4 hours per week in the 346-347 Richards Hall Co-op Suite as follows:
  ✦ Tuesdays 3-4 PM
  ✦ Wednesdays 3-4 PM
  ✦ Thursdays 9:30-10:30 AM
  ✦ Fridays 11-12 noon

⇒ Referral walk-ins begin the week of:
  ○ September 22nd for Advanced/Intermediate Level positions;
  ○ September 29th for Intermediate Level positions
  ○ October 6th for Entry Level positions

⇒ If none of the walk-in hours match a student’s schedule, the student or their coordinator may email Peg Grimes, Student Services, DMSB Co-op @ m.grimes@neu.edu. She will make arrangements to see the student outside of the posted hours above.

What to Bring:
⇒ Copy of your resume
⇒ Unless this is your first co-op, it is required that your performance evaluation from past co-op experiences are available on the system
⇒ Copy of the job description(s)
  ✦ On the back of each job description, write down why you are interested in the position and why/how you are qualified

**Reflection Brochures and the Google Calendar are available on MyNeu – Please follow the following steps
1. Log onto MyNeu
2. Click on the Experiential Learning/Co-op Tab
3. Click on the Link – D’Amore-McKim Reflection Brochures and/or Google Calendar