

You've hired a co-op student! Next steps...

Thank you for hiring one of our students, and investing in your organization by doing so! Below are guidelines on next steps to take and requirements for supporting your co-op student:

- Inform your NU Co-op Faculty contact you have hired a co-op student.** Include their name, hours, pay rate, and dates of hire. Also, please review the [Employer Handbook](#).

- Confirm the Student's Supervisor:** You will get an email a few weeks into the term asking for you to confirm the student(s) you are supervising. This will update our database and then prompt the supervisor with their login information to complete evaluations at the end of a co-op.

(Link to online system:

<https://coopstatus.neu.edu/reflection/employer>)



- Review Learning Outcomes:** While on a co-op, we ask students to set (and later assess) Learning Outcomes they would like to achieve. Students are asked to create up to five learning outcome statements describing what students would like to be able to do as a result of their co-op experience. Once a student develops and enters learning outcomes into the online system, the outcomes are forwarded to the supervisor for review, and will then be discussed with their supervisor. Ideally, this discussion between the student and supervisor will ensure that the outcomes are indeed achievable and address how the student can be supported to achieve them.
- Complete the Student Assessment:** Close to the end of the co-op cycle, you will get an email asking for you to complete an evaluation for each co-op you supervise. You and your co-op student should find a time to meet in person to discuss your assessment prior to their last day.
- Questions/Concerns/Updates:** If you have questions or concerns at any point, or have updates that affect the current or future co-op(s), please keep your NU Co-op Faculty contact updated.