



# Northeastern Employer Engagement and Career Design

## Global Co-op Overview

### **Minimum Requirements:**

- ✓ Length of co-op: *4-6 months; Cycles: January to June and July to December*
- ✓ Working hours: *minimum of 32 hours per week*
- ✓ Detailed job description
- ✓ Provide a safe and healthy working environment
- ✓ Offer appropriate in-country guidance/support
- ✓ Assigned supervisor who would act as the student's professional mentor(available on a consistent basis)
- ✓ Position must be generally related to student's course of study
- ✓ Access to on campus housing and/or assistance with identifying and securing other housing options
- ✓ Assistance with visa process (whenever possible) and/or information regarding proper documentation
- ✓ Written evaluation of student performance at conclusion of co-op

### **Employer Responsibilities:**

1. Provide Job Description to include:
  - Company or Host Employer information
    - Name/Description/Industry
    - Address/City/Country
    - Website
    - Contact Info (Phone/Fax/Email)
  - Supervisor information
    - Name/Position/Title/Department
    - Contact Info (Work Phone/Cell Phone/Email)
  - Location of position
  - Compensation, if any (equivalent of local intern rate)
  - Stipend, if any (housing/transportation costs, etc.)
  - Duties/Responsibilities of the position (detailed job description)
  - Language requirements
  - Special skills
  - Start/End dates
  - Work hours per week
  - Information re: work permit/visa requirements
2. Direct Supervisor must interview potential candidates to discuss job and expectations
3. Hire the selected candidate (*from interview to hiring: process should be no longer than 5 working days*)
4. Provide Offer Letter to include:
  - Title of position
  - Compensation/stipend (if any)
  - Location of position
  - Supervisor's name, title, cell phone, email
  - Information re: work permit/visa
  - Start/End dates
  - Expected # of work hours per week

### **Northeastern University will:**

- Review job description/proposed position
- Post job description to online recruiting database
- Meet with and screen potential applicants
- Forward resumes of qualified candidates for employer review
- Facilitate interviews of candidates selected by employer