In addition to applying for positions from our current online Co-op postings, as a Business Co-op student, you are eligible to search for your own work term. We have provided some guidelines and additional material to support and assist you in your search. Please check our web site, or meet with a Coordinator for further details.

Developing Your Own Co-op Job

Through networking, you may know of employers with whom you would like to work for, or you may want to develop the job search skills that you will need after graduation. By taking a proactive approach to getting a Co-op placement you can increase your opportunities and find the job that is right for you.

Contacting the Employer

Business people are busy people; respect their time by coming to the point quickly when contacting an employer. Prepare ahead of time what you will say or discuss with the employer. You may also want to indicate that you are a Business Co-op student calling to discuss the possibility of a Co-op or temporary position within their company.

Presenting Yourself

If an employer you have contacted is interested in meeting with you, treat it like a serious interview by:

- Doing research on the company and industry head of time.
- Bringing several copies of your resume.
- Dressing as you would for a formal interview.
- Asking for other contact names or referrals before leaving, especially if there does not appear to be any immediate opportunities available.
- Indicating that you will follow up with regard to future possibilities.
- Sending a thank you note, acknowledging the time and information they gave you.

Even if you are following up with a contact you made previously, be prepared to impress this person. They may not have an opportunity immediately available, but may be hiring in the future.

Indicating Your Interest to Accept

Consult with a Co-op Coordinator before accepting a job offer.
Co-op Procedures

To qualify a position as a Co-op Work Term:

1. Review your plans regarding the development of your own job with a Coop Coordinator.
   - Provide current industry and organization information
   - Indicate if any employer has already been contacted, or has posted a Coop job opportunity for the same semester
   - Provide any employer contact names

2. Ensure the following placement criteria are met:
   - Position is full time (10-16 weeks for a minimum of 420 hours per semester)
   - Provides on the job supervision and training
   - Offers a minimum salary of $2200/month (in a North American workplace)
   - Utilizes the skills you are gaining in your Business courses, and provides an opportunity for you to develop new skills

3. Complete the **Self-Directed Work Term Checklist** (available on “Forms” page of Business Co-op website).

4. Complete the **Self-Directed Work Term Approval** form (available on “Forms” page of Business Co-op website).

5. **Optional:** Review a sample **Letter of Support** with a Coordinator and identify if you require one.

Once you have completed and submitted the above documentation, and discussed your work opportunity with a Co-op Coordinator, you will be contacted regarding approval of the Co-op work term.