

STEP - BY - STEP WITH THE COOPERATIVE EDUCATION/INTERNSHIP PROGRAM

1. **Attend an ORIENTATION MEETING or watch our streaming video (with attachments) on the web at: www.uni.edu/careerservices/co-op/video.html**

2. **Electronically "Submit" FACULTY APPROVAL FORM**
The Faculty Approval Form can be found at the following link:
www.uni.edu/careerservices/co-op/forms/approval.html

3. **Complete and Save CareerLink "Student Profile"**
Click On: uni.erecruiting.com/er/security/login.jsp
Enter your username and password.
Select "Profile" at top of page (left side) . . . complete required information.

4. **Meet with a Career Services Peer Advisor**
Your first professional contact with employers is your resume.
Employers expect your resume to have no mistakes and to accurately represent you.
The peer advisor will review your resume and advise you concerning possible improvement.
Call 273-6857 for an appointment or e-mail your resume to: career-peers@uni.edu.

5. **Access UNI CareerLink on the web**
Electronically upload "Documents" (resume, etc.) to UNI CareerLink
Regularly check UNI CareerLink for "Internship" openings. Positions change as new
internship positions become available.
Follow directions on Internship descriptions for sending resumes

6. **FINAL Paperwork/Registration**
If you seek to register for Co-op credit or "0 Credit" transcript notation after obtaining
a position, make an appointment with Co-op staff (273-6041) to process the final
paperwork. Complete the on-line form found at:
www.uni.edu/careerservices/co-op/program/placedstudentworksheet.html .
Email a copy to co-op.ed@uni.edu (or the staff member you will meet with) and bring a
printed copy with you to the appointment. A \$15 administrative fee is charged at the
time you register for Co-op. (Please advise the Co-op/Internship program if you have
filled a position in UNI CareerLink so the position may be removed).