

Co-op Timeline

Beginning a co-op job search can be overwhelming. To make the best use of your time, it is important that you are thorough and organized.

Below is a 10-week timeline to keep you on track with all of your upcoming tasks. You should try to begin your job search during the academic quarter *prior* to the quarter you plan to start your job. (example: if you are planning to co-op in the fall quarter, you should begin your job search at the beginning of summer quarter). As you complete each task, put a check mark in the box. This should help you remember all that you will need to do to land the perfect job!

Week 1

- Schedule an appointment with your program coordinator or attend a co-op orientation to discuss:
 - RIT Job Zone
 - Resumes
 - Cover letters
 - Housing concerns
- Read your RIT handouts: “Job Zone”, “Job Search Strategies”, “Resume Writing”, and “Correspondence”

Week 2

- Start compiling a list of companies
- Start identifying and applying for jobs via RIT Job Zone, the internet, and other resources (faculty, family, friends, etc.)
- Research and consider professional associations for networking and job opportunities
- Finalize resume edits with program coordinator
- Start sending resumes to contacts
- Read your RIT “Networking and Informational Interviews” handout

Week 3

- Continue submitting resumes and searching for job opportunities
- Create a contact log to maintain current records of all of your job search activities (record all contact and address information for each organization you apply to, and update the log with each follow-up call or letter, interview, etc.)

Week 4

- Make follow up phone calls/emails to check on your status
- Read your RIT “E-Mail Manners” handout
- Continue submitting resumes and searching for job opportunities
- Update your contact log

Week 5

- Brush up on your interviewing skills; consider a mock interview with your program coordinator
- Evaluate your progress: are you getting responses?
- Make sure you have appropriate interview attire
- Are you still sending out resumes and checking RIT Job Zone for jobs?

Week 6

- Schedule interviews
- Read your RIT handouts: “Company Research”, “Interview Preparation”, and “Day of the Interview”
- Continue with follow-ups, research and sending out resumes
- Check RIT Job Zone daily for new job listings
- Ask your program coordinator about any local career fairs

Week 7

- Send thank you letters to employers within 24 hours of your interview
- Schedule 2nd interviews (if necessary)
- Continue with research and submitting resumes and your follow ups on resumes and interviews
- Discuss alternatives with either your program coordinator or your faculty advisor in the event that you do not secure a co-op job for the desired quarter

Week 8

- Meet with your program coordinator to discuss your job search
- Continue with follow ups and research
- Do not forget to check RIT Job Zone for new job listings
- Keep sending out resumes

Week 9

- Accept/reject/negotiate job offers
- Read your “Evaluating Job Offers and Salary Negotiation” handout
- Report your job through the Cooperative Education and Career Services Web site
- Determine start and end dates of your co-op job
- Confirm salary and housing accommodations
- If you are still looking, continue with follow ups, research and sending out resumes
- Register for your co-op on SIS, at the college registrar or with your academic department

Week 10

- Get to work!
- If you are still looking, stay in constant communication with your program coordinator
- Resumes, resumes, resumes....keep sending out your resumes
- RIT Job Zone!!!!!! Keep checking for new listings