

How to Begin



How Do I place a Cooperative Education Position opening & complete the student hiring process?

We have three ways in which you can post your position on our jobs database for co-op education candidates to review:

A. Express Reference for Employer PlacePro Registration:

1. **Go to PlacePro** website at: www.placepro.com
2. **Enter Access code** for employers: **NJCUEMP** and click Login
3. **Enter your Login and Password**
(If you don't have a PlacePro Account Click where it says: **Click Here** and you can to apply for a **NEW Account.**) Or Contact the Co-op Ed. [assistant directors](#) at (201) 200-3005 for login and password.
4. **Click on Jobs** and proceed to Create a job

B. You can either [Download the PlacePro Employer Registration Form](#) *, or complete our [online registration form](#) here. (* The downloaded PlacePro Employer Registration Form must be returned by Fax or US Mail.)

C. After you complete the on-line registration form, one of our assistant directors will be in contact you shortly to provide a "Login Name and Password.". However, if you download and fax the registration form, please be sure to include the information listed below, and send it to the attention of: [Mr. Juan E. Arroyo](#):

Company Name and Address, City, State, Zip
Contact Name, Title, Office Telephone, Cell, Fax
Student's Co-op Title
Hourly Wage
Hours required per week
Desired Majors → Check the [majors offered at NJCU](#)
Skills/Qualifications Required
Semester you wish to fill your position: Summer, Fall or Spring
Description of the Job

Then:

If you post the position via our Employer Registration website, then you can review resumes of interested students on-line. Otherwise, based on your job description, we will send (via e-mail, fax, or U.S. Mail) resumes to you of prescreened and interested candidates. After reviewing the resumes, contact the candidates that you wish to interview.

Interview:

Feel free to interview only those students whom you think are qualified candidates and hire the student who best fits your organization.

Lastly:

Be sure to let our office know that you have hired any NJCU Cooperative Education Students. Since Cooperative Education at NJCU is an academic program, our students are required to register and pay for the credits, and are assigned a faculty advisor to oversee their experience.

If you have any questions, please call our office at (201) 200 – 3005 or (800) 624-1046 and ask to speak to one of our [assistant directors](#). Thank you.