

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 with our office:

1. Post the position directly on-line via our PlacePro Employer Registration website:

Go to PlacePro website at: www.placepro.com

Enter Access code for employers: [NJCUEMP](#) and click Login

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 Cooperative Education Professionals at (201) 200 – 3005(6) for login & password.

Under Company Information: Select a Company Name from the PlacePro Database.

Index: Select the 1st letter of your Company Name from this Index list. If, for example, you click the letter P, the Company Name box will fill with a list of all company names, beginning with the letter P, that currently exist in the PlacePro database.

Company Name: Based on the Index selected above, this is a list of Company Names currently existing in the PlacePro database. If your Company Name is on this list, select the Company Name by clicking on it, and click the Existing Company button. If your Company Name is not on this list, click the New Company button.

Click on Jobs and proceed to Create a job!

2. You can either [Download the PlacePro Employer Registration Form](#) * (Ctrl+ Click)

3. Email your employment request by email to: [Mr. Juan E. Arroyo](#) (Ctrl+ Click)

Contact by email or calling any of our Cooperative Education Professionals.

If you download the registration form, fill it out completely and scan it. Then you can either mail it, email it or facsimile to Ms. Deborah Doctor to: 201.200.3229.

How Do I complete the student hiring process?

Once you have completed the on-line registration, our secretary or one of our assistant directors will contact you to confirm your job internship registration posting.

Then:

1. Review resumes of interested students that have selected your company on-line.
2. Based on your job description and requirements, we will send (via e-mail, fax, or U.S. Mail) resumes to you of prescreened and interested candidates.

Interview:

1. After reviewing the resumes, contact directly the candidates that you wish to interview.
2. 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 kindly.