Recommended Recruitment and Hiring Cycle
UMass Lowell Professional Co-op

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<tr>
<th>Co-op Cycle</th>
<th>Month</th>
<th>Activity</th>
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| **January – June 6 Month Co-op** | September/October | o Prepare job listing and post on CareerLINK*  
  o Attend Employer/Co-op Networking Session – 10/16/2014 (meet potential co-op candidates)  
  o Prepare & attend UML Career Fair** - 10/22/2014 to recruit additional candidates if necessary |
|             | November           | o Interview candidates  
  o Make selection decisions – Sign offer and hiring agreements |
|             | January            | o Co-op Begins |
| **July – December 6 month Co-op** | January-February  | o Prepare job listing and post on CareerLINK*  
  o Attend Co-op Connections - 2/2015*** (Recruiting event designed specifically for co-op students & employers)  
  o Start Interview Process |
|             | February-March-April-May (Early) | o Interview candidates  
  o Attend UML Career Fair - 3/2015* to recruit additional candidates if necessary  
  o Make selection decisions – Sign offer and hiring agreements |
|             | July               | o Co-op Begins |
| **Summer Only (June/July/August) 3 month Co-op/Internship** | January-February  | o Prepare job listing and post on CareerLINK*  
  o Attend Co-op Connections - 2/2015*** (Recruiting event designed specifically for co-op students & employers)  
  o Start Interview Process |
|             | February-March-April-May (Early) | o Interview candidates  
  o Attend UML Career Fair - 3/2015** to recruit additional candidates if necessary  
  o Make selection decisions – Sign offer and hiring agreements |
|             | June               | o Co-op begins |

*CareerLINK – The UML online job posting site utilized by employers and students seeking co-ops & full-time job opportunities
**Career Fair – Each semester a University-wide Career Fair is held. Approximately 150 companies and 800 students attend (For Full-time and Co-op)
***Co-op Connections – A networking opportunity designed specifically for students and employers affiliated with the Professional Co-op Program.