

Faculty Coordinator Guide: Managing Co-ops & Internships

Approve Co-op/Internship requests. View and review Co-op/Internship Records within HireNKU.

Approve co-op/internship requests:

- Once the student has submitted their co-op/internship request form, the workflow will be initiated by...
 - CEP 300 and CEP 600: Career Services staff
 - Internship/Co-op classes within your college (such as ACC 396, CIT 596, CMGT 300): the HireNKU administrator for your college
- Once the workflow has been initiated, the employment supervisor will receive an email, asking for their approval of the co-op/internship request.
- Once approved by the employer, you will receive an email from careerservices@nku.edu requesting your review and approval.
 - Follow the link in the email to review the co-op record – there is no need to log in to HireNKU. Note the deadline in the email – after this point, an administrator will need to manually extend the deadline.
 - Some fields can be edited directly on the form. Edit as you see fit.
 - Change the “Approval Status” at the bottom of the form, as appropriate, and add your initials. Click Save.
 - Approved – administrator will receive an email notification and will notify student of next steps.
 - Rejected – you can add a note as a reminder of why you rejected the request but the student does not receive notification.
 - Please communicate directly with the student about changes to the form.
 - When you and the student are ready to make changes and approve, coordinate the approvals with your college HireNKU administrator or Career Services (for CEP classes).

Reviewing individual/all co-op & internship records:

Log in at <https://inside.nku.edu/careerservices/hirenku.html> (the Faculty/Staff link) and your credentials:

NKU Username: _____ | HireNKU Password: _____

1. From the **Co-op/Internship Information** Widget on the Admin dashboard, select **All Co-op Records**
2. Click **Basic Search** on the left to open the search.
3. Click the search option to open a selection box:
 - Click **Semester** and select the one(s) you are managing (Ex. Fall 2018 – Informatics, Fall 2018 – CEP 300/600).
 - Click **Status** and select the one(s) you are searching (Ex. Active).
 - Click **Faculty Coordinator** to select your name, **Co-op/Internship Course** to search by course, etc.
4. At the top of your page, you’ll see a summary of your **current search**. These criteria will remain here every time you log in, until you Clear Search or change the criteria.
5. Results matching your search will appear in the “Matched” tab.
6. To open a student’s record, click the name of the semester next to his/her name.

Current Search:

- ⊗ Status : Pending or Pending-Awaiting Approval or Pending
- ⊗ Semester : Summer 2018 - CEP 300

Co-op/Internship Information

- All Co-op Records
- Pending Co-op Records (187)

Basic Search

All (2158) Matched (0) Selected (0)

	Semester	Student
<input type="checkbox"/>	Summer 2018 - Informatics	Eb...
<input type="checkbox"/>	Summer 2018 - CEP 300	Lo...

Basic Search Advanced Search »

- ⊗ Candidate First Name
- ⊗ Candidate Last Name
- ⊗ Status
- ⊗ Semester
- ⊗ Co-op/Internship Course
- ⊗ Faculty Coordinator