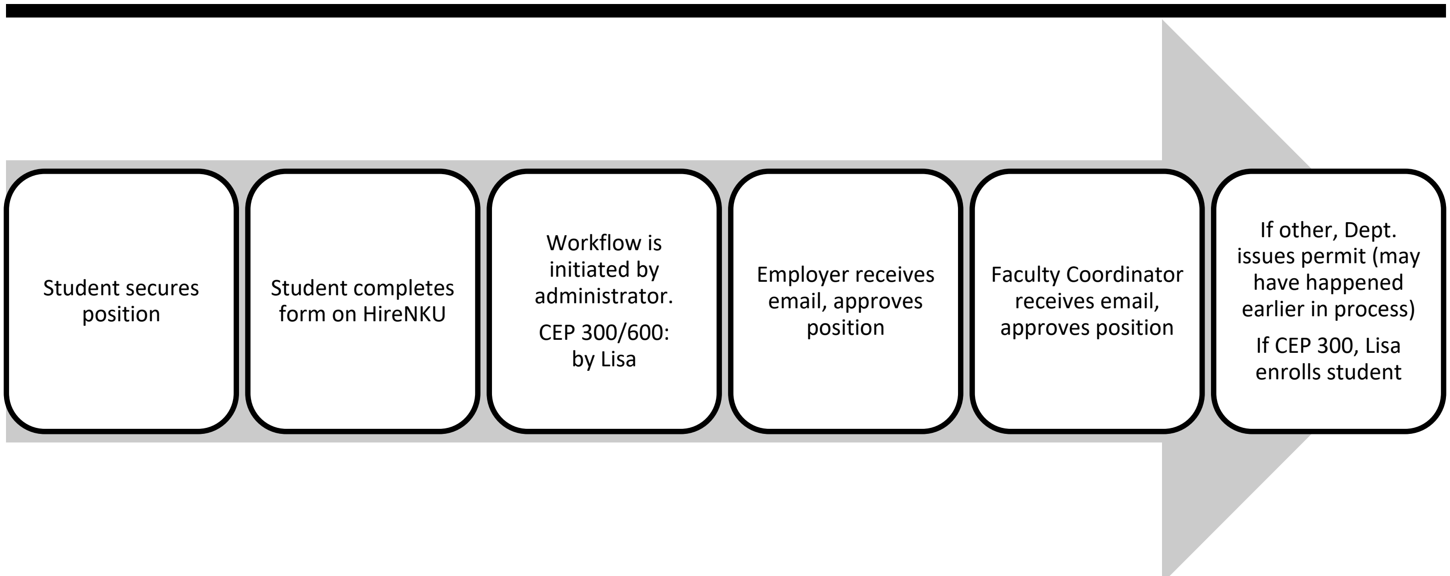


Co-op/Internship Process

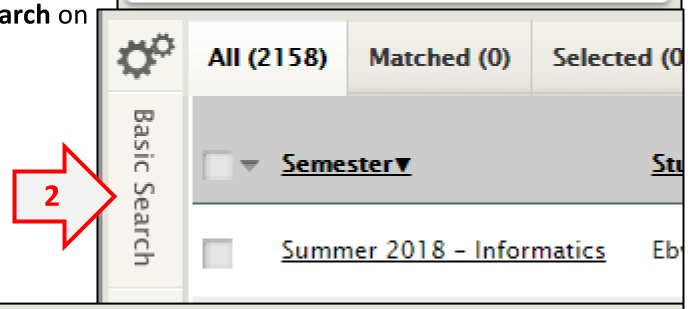
1. Student logs into HireNKU and clicks the “Add Co-op/Internship” link
2. Student selects the semester and college of their credit (example: Summer 2020-Business, Summer 2020-Informatics, Summer 2020-CEP)
3. Student adds their co-op/internship job:
    a. Student selects their co-op/internship from the list of their HireNKU applications/interviews, or
    b. Student adds their job manually.
        i. First, they’ll search the HireNKU database and select their company (or add new employer)
        ii. Second, student selects their supervisor (or hiring manager) from the list of that organization’s contacts. If their supervisor/contact is not listed, we’ll create one from their Co-op/Internship Record.
4. Student completes Co-op/Internship form and clicks Save. Once completed, student can find the form by clicking “View My Co-op Records” in the Co-op/Internship widget of the student dashboard.
5. Once submitted, both primary and secondary co-op managers receive automatic emails.

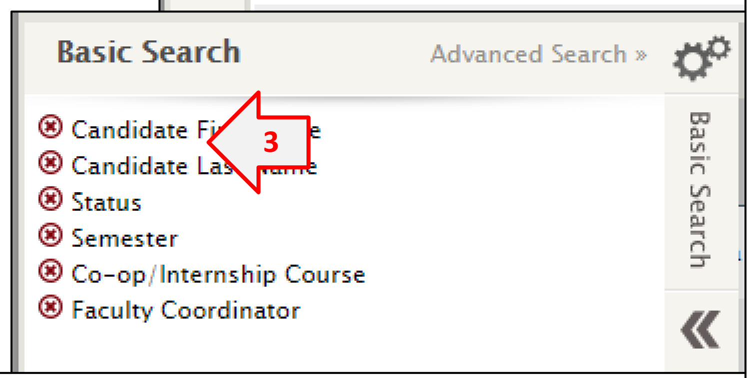
A. GET STARTED

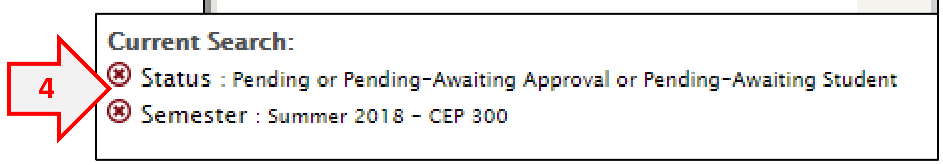
View a new record in HireNKU

https://inside.nku.edu/careerservices/hirenku.html

1. From the **Co-op/Internship Information** Widget on the Admin dashboard, select **All Co-op Records** then click **Basic Search** on the left to open the search.
2. Click **Semester** and select the one(s) you are managing (*Ex. Summer 2020 – Business*).
3. Click **Status** and select the one(s) you are searching (*Ex. Pending, Pending-Awaiting Student, Pending-Awaiting Approval*).
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 click Clear Search or change the criteria.
5. Results matching your search will appear in the "Matched" tab.
    a. Note: records are in alphabetic order
6. To open a student's record, click the name of the semester next to his/her name.

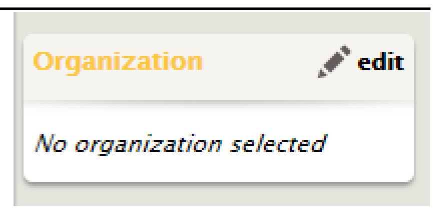




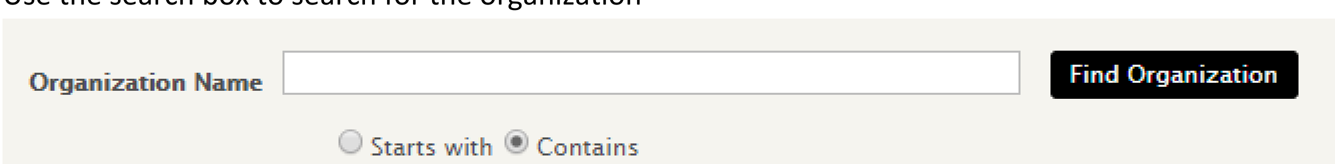


B. CHECK FOR LINKED ORGANIZATION

On the right side of the page, the Organization box will read "No organization selected" if not yet linked. If Organization is already linked, skip to section C to update the Contact box.

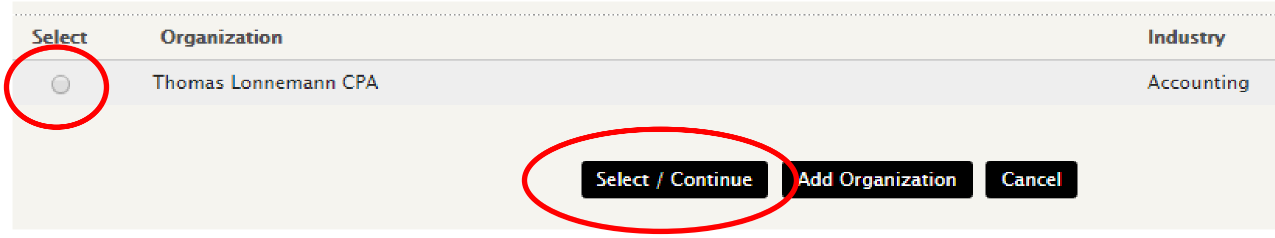


1. Copy the following sections from the student's record into a Word document: Co-op/Internship Details and Work Information
2. Click **edit** in the **Organization** box
3. Use the search box to search for the organization

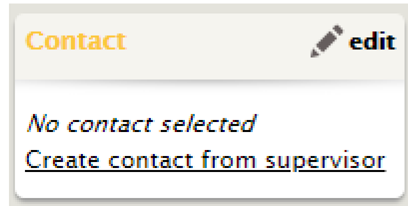


4. Try variations of the organization name. Use "starts with" or "contains" as appropriate.
    a. If not found, you can create an organization (see Appendix A).

5. Select the organization from the list, then click the **Select/Continue** button. Skip to section C.



C. CHECK FOR LINKED CONTACT



If organization was linked by student (not by you in section B):

1. Click **Edit** in the **Contact** box.
2. Review the list of contacts. If you find the appropriate contact, select their name, then click **Select / Continue**.
3. If you do not, click **Cancel** then click **Create contact from supervisor.**

If organization was linked by you (in section B)

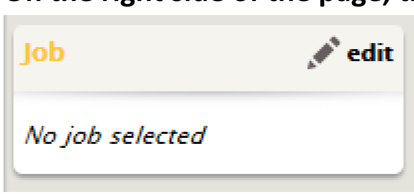
1. Review the list of contacts and select the appropriate person and click **Select/Continue**.
2. If not listed, click **Add Contact**.
3. Refer to your Word document for the Contact's information.

Once contact is linked:

4. You must complete all required fields. For some fields, you should select the default option, which will be indicated by text on the screen – see example:
5. Use the **<<BACK** button to return to the previous step to **Select/Continue**.
6. When you see the person's name in the Contact box, you have successfully linked the contact!

D. CHECK FOR LINKED JOB (OPTIONAL)

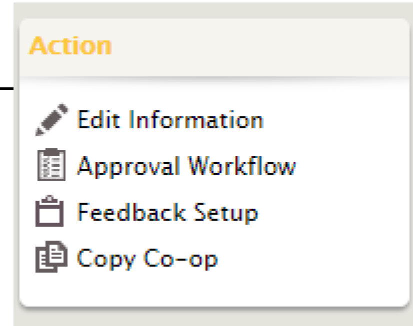
On the right side of the page, the Job box will read "No job selected" if not yet linked.



To link to a job (optional):

1. Refer to your Word document with the Co-op/Internship Details and Work Information sections.
2. Click the "edit" field in the Job box
3. You will see a list of the jobs the student has applied for via HireNKU.
   a. If the internship/co-op is listed, select it and click **Select / Continue**
   b. If not, click **Select From All Jobs**
   c. **Search** to see if the position was posted in HireNKU (if you created the employer, then you know it isn't.)
4. **If the job cannot be found, it does not need to be linked**.

E. LINK THE FACULTY COORDINATOR



1. From the **View Co-op** screen, click **Edit Information** under **Action**
2. **Select the Faculty Coordinator** from the drop-down list. If not listed, contact Career Services to add the appropriate person.
3. Click **Save** at the bottom of the screen.

F. TO INITIATE THE WORKFLOW

1. Click **Approval Workflow** under **Action**
2. Select **Standard Approvers**, click the **Go** button
3. The steps should populate as follows:
   a. Step 1: Company Contact (if you know the contact is an HR person, not the supervisor, you can change this to Company Supervisor from the drop-down menu.)
   b. Step 2: Faculty Coordinator.
   c. Deadlines will automatically populate; custom deadlines can be entered, if desired.
4. Click **Save**
5. Do one final review of approval workflow. **You must click Initiate Approval Process.**

Before clicking "initiate approval workflow"

After clicking "initiate approval workflow"

6. Click the **Back** button to return to the co-op/internship record. Click **Edit Information** (under Action) to change the **Status** from **Pending** to **Pending-Awaiting Approval.**
7. Click **Save.**

APPENDIX A

After steps B 1-4 (above), follow the steps below to add a new data.

Add New Organization

- From the “Select Organization” search page, click the **Add Organization** button.
- Complete all the fields you can. Review the organization’s website for additional detail. All required fields must be completed (there is no “Disable required fields” function.) If you don’t know the answer to a required question, here are the default responses:
    - Industry: if you cannot figure it out, select **Other**
    - Region: select the state of their main (or local) location or choose multiple states for an organization with multiple locations
    - Share Company Information with Students: **Yes**
    - Majors Typically Recruited: **blank**
    - Employer Type: **You should be able to find this on their website.** If uncertain, choose **Private.**
        - The vast majority businesses are **Private**
        - If website refers to investors, shareholders, or stocks – **Publically Traded**
        - If website says 501(c)3 **– Nonprofit** (a clue: .org website but it’s not perfect)
        - If organization has a .gov or .mil website **– Government**
- Click **Save**
- Mark the Company Status **Active** if it is complete/final or **Pending** for final review by Career Services

Tips for Adding a New Contact (Also Refer to Section C, Above):

- Co-op/internship contacts should have an official company email address (such as @nku.edu, @ge.com, etc. not a personal email address, such as @gmail.com, @aol.com, etc.)
- Answer all the questions you can. All required fields must be completed (there is no “Disable required fields” function. If you don’t know the answer to a required question, here are the default responses:
    - Contact Type: **Recruiter**
    - Recruiter Access Level: **Jobs Events OCI**
    - Share contact information with students? **No**
    - NKU Alumnus/Alumna: **No**
- Click **Save**

APPENDIX B

Making a Record Inactive

A. Stop the Approval Process (if it has been initiated)

If the Approval process has not been initiated, continue to "Remove the Evaluations"

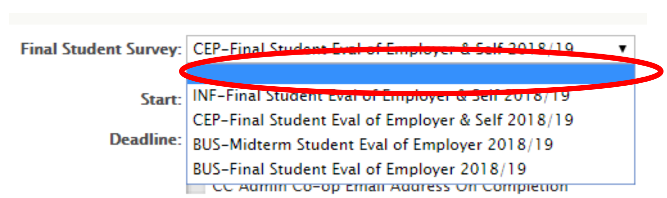
1. Click **Approval Workflow** under **Action**
2. Select the **Thumbs up** symbol on the right side

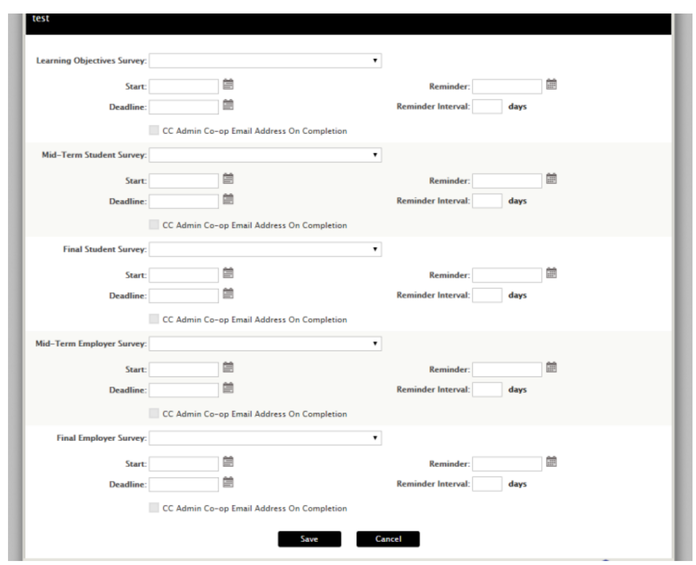
3. Scroll to the bottom on the page and select **Reject** from the drop down menu. Then enter your initials and the reason for the rejection.
4. Click **Save**

Remember that students are not notified about rejections and should be contacted if they are not aware their record is being marked inactive.

B. Remove the Evaluations

1. Click **Feedback Setup** under **Action**
2. Use the drop down menu to select the blank option for each evaluation. This should also remove the dates.
3. Double check that all of the survey boxes and date boxes are blank
4. Click **Save**





B. Mark the Record Inactive

1. Click **Edit** under **Action**
2. Mark the record **Inactive**
3. Add a note in the **Faculty Notes** section as to why the record has been made inactive, initial, and date
4. Click **Save**