

Harper College



Employer Co-Op Work Experience Guide

Harper College
Job Placement Resource Center (JPRC)
Wojcik Conference Center W-207
jprc@harpercollege.edu
847-925-6400



Welcome

Thank you for your interest in students at Harper College for a Co-Op Work Experience. Harper College provides students with an opportunity to enhance their knowledge and related skills for a professional career through Co-Op Work Experience opportunities. Co-Op Work Experiences allow employers to play an important role in the hands-on education that students receive and to assist in the transition from academic study to professional work.

Harper College welcomes the opportunity to partner with businesses and organizations to provide Co-Op Work Experiences as a rich and rewarding learning experience for students.

Benefits of a Co-Op Work Experience

For the employer, a Co-Op Work Experience provides:

- An interested, motivated and enthusiastic learner who can often provide a fresh perspective on the daily operations of the workplace.
- A flexible, cost-effective work force not requiring a long-term employer commitment.
- A chance to observe and evaluate prospective employees.
- An opportunity to train, mentor and serve as a positive role model for new professionals in your field.
- An opportunity to be a partner in the professional development of a student.

For the student, a Co-Op Work Experience provides:

- An opportunity to gain practical work experience.
- A way to learn about the industry or job function and develop new skills.
- An experience that promotes maturity, self-confidence and the development of valuable interpersonal skills.
- A possible way to earn money while gaining career-related experience.
- An opportunity to establish professional networks, and strengthen resumes.

What is a Co-Op Work Experience?

- Generally a one-time experience
- May be part-time or full-time
- May be paid or non-paid
- Co-Op Work Experiences promote academic, career and/or personal development.

When Can Students Work?

Student work cycles coincide with our semesters and last approximately 15 weeks:

- FALL: September to December
- SPRING: January to April
- SUMMER: May to August

There is flexibility in beginning and end dates. Employers may request that student's positions can be extended if there are increased responsibilities and it is agreeable to all parties.

How Do Employers Get Started?

Determine Your Company's Needs

- What does your organization hope to achieve from the Co-Op Work Experience?
- Are you searching for help on a specific project or long-term assistance?
- Will a Co-Op Work Experience program help you in finding motivated new employees?
- Develop a job description including:
 - Position Title
 - Hours
 - Full- or part-time
 - Academic background and experience needed
 - Assigned work (be as specific as possible)
 - Compensation or unpaid; if paid, define rate
 - Reporting structure

Consider the following:

- Can I provide a meaningful experience that helps students explore career choices?
- How will the student be compensated (pay, stipend, parking, lunches, etc.)?
- Who will supervise the student?
- Identify work space, parking, computer, phone, etc.

- Determine a supervising and monitoring structure by designating a supervisor who can provide adequate direction.
- Take time in the beginning of the Co-Op Work Experience to introduce the student to key people in the organization. Encourage other employees to share their expertise.
- Evaluate the student's work performance by providing ongoing feedback throughout the Co-Op Work Experience.

If Problems Occur

Occasionally problems occur during a Co-Op Work Experience. If there is a problem, it is important to deal with it immediately. Discuss the situation with the student/intern and try to work out the problem with him or her. Early intervention can usually lead to a solution which is acceptable to all involved.

Harper College students are subject to the [Student Code of Conduct](#), which can be found in the Harper College Catalog under Student Handbook of Policies and Procedures.

Supervisor Co-Op Work Experience Evaluation

Name of Supervisor _____

CompanyName _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name of Student _____

Start Date _____ End Date _____

Please rate in the following areas, using the scale below.

(4)Excellent (3) Above Average (2) Average (1) Below Average N/A (Does Not Apply)

1. Demonstrated initiative and resourcefulness _____
2. Gained in skills required for the projects assigned _____
3. Completed the projects as assigned _____
4. Displayed willingness to learn from others _____
5. Displayed ability to work well with others _____
8. Used good judgment and asked for assistance as needed _____
9. Exhibited a beginning level of professionalism _____
10. Exhibited attendance/punctuality _____
11. Met goals set at beginning of Co-Op Work Experience _____

Additional observations: _____

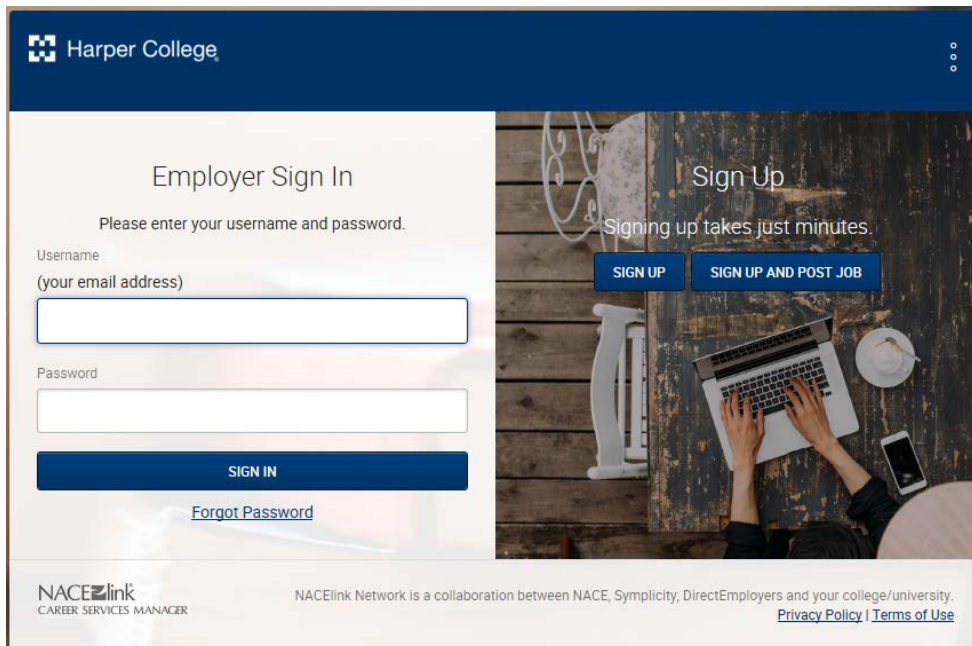
Harper College
Job Placement Resource Center (JPRC)
Wojcik Conference Center – W207
jprc@harpercollege.edu
847-925-6400

Hire a Hawk Employer Quick Start Guide

Welcome to **Hire a Hawk**, Harper's new job management system! Here you can post your open positions and search for resumes of qualified candidates.

Register in Hire a Hawk:

1. Go to <https://harpercollege-csm.symlicity.com/> and click on **Employers**. Either **Sign In** or **Register** for an account. If you are registering for a new account, fill out all required fields and click submit. Once approved, you will receive an email to set your password.



The screenshot shows the 'Employer Sign In' and 'Sign Up' interface. The 'Employer Sign In' section on the left has a header 'Employer Sign In' and a sub-header 'Please enter your username and password.' Below this are two input fields: 'Username (your email address)' and 'Password'. A blue 'SIGN IN' button is positioned below the password field, with a '[Forgot Password](#)' link underneath. The 'Sign Up' section on the right features a background image of a person working on a laptop. It has a header 'Sign Up' and a sub-header 'Signing up takes just minutes.' Below this are two blue buttons: 'SIGN UP' and 'SIGN UP AND POST JOB'. At the bottom of the page, there is a footer for 'NACElink CAREER SERVICES MANAGER' and a note: 'NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university.' with links for '[Privacy Policy](#) | [Terms of Use](#)'.

PLEASE NOTE: Each account is subject to approval by the JPRC. You will receive an email response to your registration request within 24 to 48 hours. You will not be able to log in before receiving a response.