

## Co-operative Education PlacePro Quick Start Guide

Searching for a co-op job is much like looking for any other full-time or part-time job with a few notable differences: 1. We help develop co-op job opportunities for you, and 2. We help you with the job search process.

There are two rounds of co-op job search at the U of R: Match and Post-Match. In the Match, co-op employers must wait for Ranking Day before they can make any job offers to students, while in Post-Match, jobs may be offered to students on a first-come, first-served basis.

To facilitate both rounds of the co-op job search process, we use an online system called PlacePro. You will use PlacePro to search for job postings, to upload and send your electronic job search documents (cover page, resume, transcript) to employers, to check for and schedule interviews, and to respond to Match rankings.

When you first begin your job search, you will login to PlacePro using your student ID number, password, and the access code: uregina. You can retrieve your personal password using the “forgot password” link and your uregina email address.

Once you’ve logged into your PlacePro student account, you can search our co-op job postings and apply by selecting jobs that interest you and sending your electronic portfolio to the employer (you will apply online through PlacePro or directly to the company website, depending on the job). Remember to search all job postings (without filters) and check deadline dates to make sure you don’t miss out on any opportunities.

After we send your co-op portfolio to the employer, the employer will contact us to let us know which, if any, students are invited for interviews. You can check your PlacePro account to see if you are “invited” or “not invited” to an interview. If you are invited to an interview, please schedule your interview by selecting an available interview time. We hope you will get several interviews so that you have many offers to consider at the Match but, if you don’t get any interviews right away, don’t worry; it can take several months of job searching to land your first interview and it may take only one interview to get a job offer!

On Ranking Day you will receive and respond to any offers for Match placement, and prepare to continue your job search in Post-Match, if necessary.

We will continue to help with your job search until you successfully secure a work term placement or until you make an alternate plan (like continuing your studies for the next semester).

For more information on PlacePro and the job search process, please view our youtube tutorial:

<http://www.youtube.com/watch?v=gCzpHfWu3YM>