



# Step-by-Step:

## A CO-OP USER GUIDE FOR RECRUITMENT THROUGH PLACEMENT

- ✓ Carry out a recruitment campaign.
- ✓ Collect applications for enrollment and start an Action Checklist form.
- ✓ Develop the student profile:
  - a. Interview each applicant.
  - b. Collect student's school record.
  - c. Assemble teacher recommendations.
  - d. Make home visit (required by some programs).
- ✓ Make a decision about student's acceptance or rejection.
- ✓ Send the student a letter of acceptance or rejection.
- ✓ Identify appropriate job title(s) for placement.
- ✓ Re-evaluate the student profile.
- ✓ Select approved training site with appropriate job opening.
- ✓ Set up job interviews for each student.
- ✓ Prepare an introduction card for student's use at an interview.
- ✓ Talk to student after job interview.
- ✓ Secure results on employer's half of the introduction card in a personal visit.
- ✓ Work with student and employer to develop the various components of the Work-Based Learning Plan/Agreement.
- ✓ Check for completion of all legal forms before the student starts the job.
- ✓ Prepare a student file for job supervisor and student.
- ✓ File a formal detailed Work-Based Learning Plan/Agreement with the training sponsor/job supervisor, student, and teacher/coordinator.
- ✓ Plan related instruction activities.
- ✓ Plan and schedule the first month's visits.

