Report a Co-Op Job

GRADLEADERS Careers

1 Sign in to your school's **career services website.** If this is your first visit, click **Create Account.**
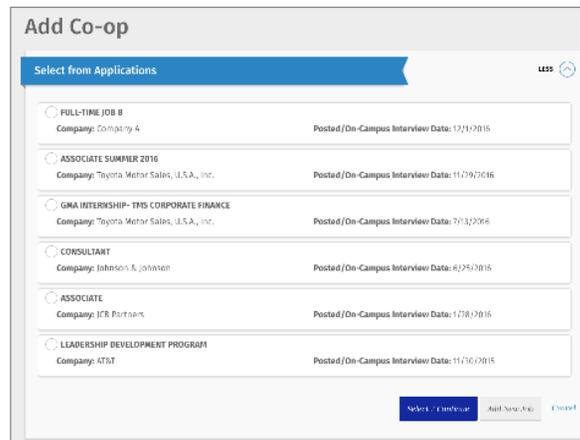
STATE UNIVERSITY

2 Select **Search ➔ Co-Op / Internship.** Click **Add Co-Op Record** at the top of the page then **Select Semester** in the prompt that appears.
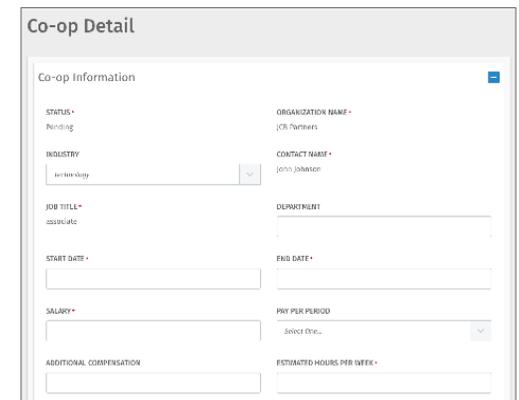
Search

Company Database

Job Postings

Co-op / Internships

Add Co-op Record

Select Semester ✕

Please select the Semester for the Co-op:

Save   Cancel
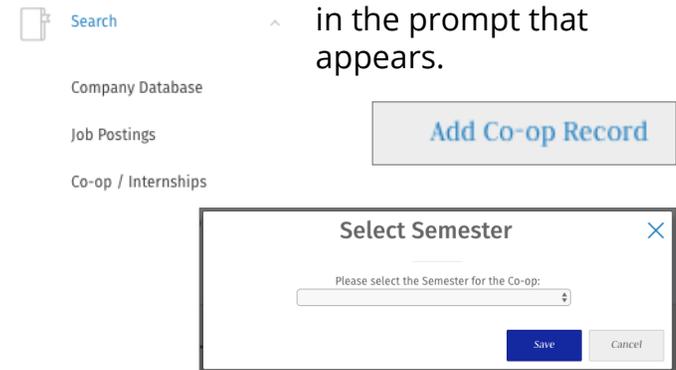
3 Choose a job from the list and click **Select/ Continue** or click **Add New Job** to create a new one.

Add Co-op

Select from Applications   LESS

○ FULL-TIME JOB B
   Company: Company 4   Posted/On-Campus Interview Date: 12/1/2016

○ ASSOCIATE SUMMER 2016
   Company: Toyota Motor Sales, U.S.A., Inc.   Posted/On-Campus Interview Date: 11/29/2016

○ GMA INTERNSHIP- TMS CORPORATE FINANCE
   Company: Toyota Motor Sales, U.S.A., Inc.   Posted/On-Campus Interview Date: 7/13/2016

○ CONSULTANT
   Company: Johnson & Johnson   Posted/On-Campus Interview Date: 6/25/2016

○ ASSOCIATE
   Company: JCB Partners   Posted/On-Campus Interview Date: 1/28/2016

○ LEADERSHIP DEVELOPMENT PROGRAM
   Company: AT&T   Posted/On-Campus Interview Date: 11/30/2015

Select / Continue   Add New Job   Cancel

4 Follow the prompts on the next page(s) to report your job.

Co-op Detail

Co-op Information

STATUS *   ORGANIZATION NAME *
Pending   JCB Partners

INDUSTRY   CONTACT NAME *
Technology   John Johnson

JOB TITLE *   DEPARTMENT
associate

START DATE *   END DATE *

SALARY *   PAY PER PERIOD
                  Select One...

ADDITIONAL COMPENSATION   ESTIMATED HOURS PER WEEK *

👍 *It's that easy!*