How to Post a Co-op on HireUC

Please note that BUSINESS MAJORS ONLY will be able to apply for co-ops posted on HIREUC.

1.) Go to www.HireUC.com.
2.) Click the Employer Login and sign in using your credentials.
   a. If you have not yet created a login, please select Click here to register, Find Your Organization, click Continue and complete the Contact Information section.
   b. If you are unable to find your organization, select Can’t Find Your Organization and complete both the Employer Information and Contact Information Section.
3.) Hover over the My Jobs tab and click New Job.
4.) Enter your job posting information in the Position Information section. All signs marked with an asterisk (*) are required.

5.) Carefully review the following fields in the Posting Information section:

   a. **Position Type** – You must choose Business Co-op as the Position Type.

   b. **Majors** - Please note that business related majors are now divided into sub-categories. *Please note that BUSINESS MAJORS ONLY will be able to apply for co-ops posted on HIREUC.*

   c. **Post Date** – enter the date you wish this job posting to be available to applicants.

   d. **Expiration Date**- enter the date you wish this job posting to stop being available to students.

   e. **Show Contact Info** - allows applicants to view your Contact Information (Yes or No).

   f. **Allow Applications through HireUC**- allows students to apply for this job posting by submitting their resume directly to you. Please select YES.
6.) Once you have entered all of the necessary information, click **Save**. The Lindner College of Business will subsequently review the co-op information before posting. Once the co-op is posted, the following timeline will apply.
**Semester before co-op:**

- Weeks 1-4: Students apply for the co-op positions listed on HireUC.
- Week 4: Lindner Career Services bundles all resumes and sends them to employers at the end of week 4 for first round – students may continue to drop resumes to express interest, and employers can view these resumes in the system at any time.
- Beginning at week 5: Employers can contact students directly to schedule interviews at office location or on UC’s campus.
- By week 10-11 (suggested): Offers extended to students
- When employer makes selection of the candidate(s) to fill the position(s), the student will notify Lindner Career Services.
- A member of our staff, Angie Lucas, will reach out to employers to confirm that the student has secured a co-op with the company.

**Semester during co-op:**

- Employer completes final evaluation about student.
- Employer posts position in HireUC again, if another co-op is needed the next semester.

**Should you have any questions during this process, please contact Lindner Career Services Center at cobcarsv@ucmail.uc.edu or 513-556-5147 (Lindner Hall 607).**