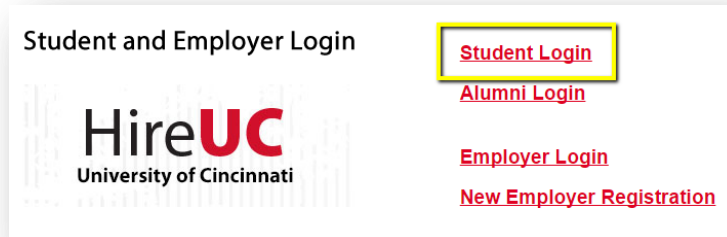


Searching for a Business Co-op on HireUC

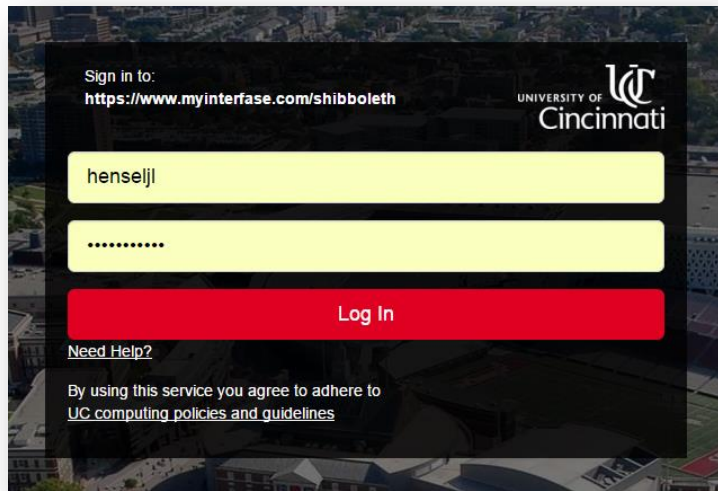
Step 1

Go to www.HireUC.com and click Student Login.



Step 2

Log in using your 6+2 and central UC password.



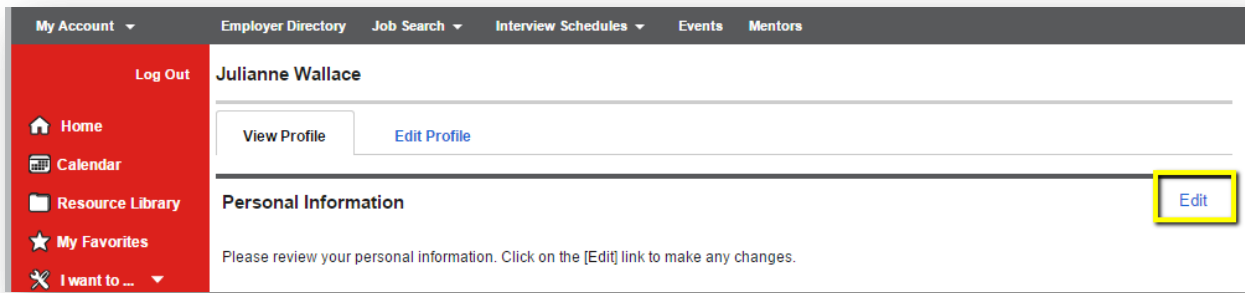
Step 3

Choose My Profile under My Account in the upper left corner.



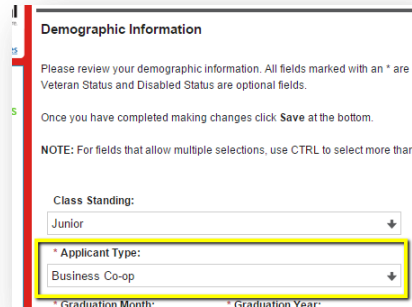
Step 4

Edit Personal Information.



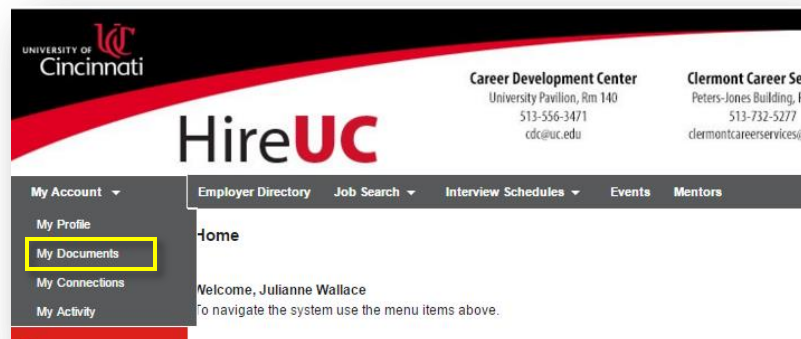
Step 5

In the Demographic Information section, change Applicant Type to Business Co-op. Make sure to save the change.



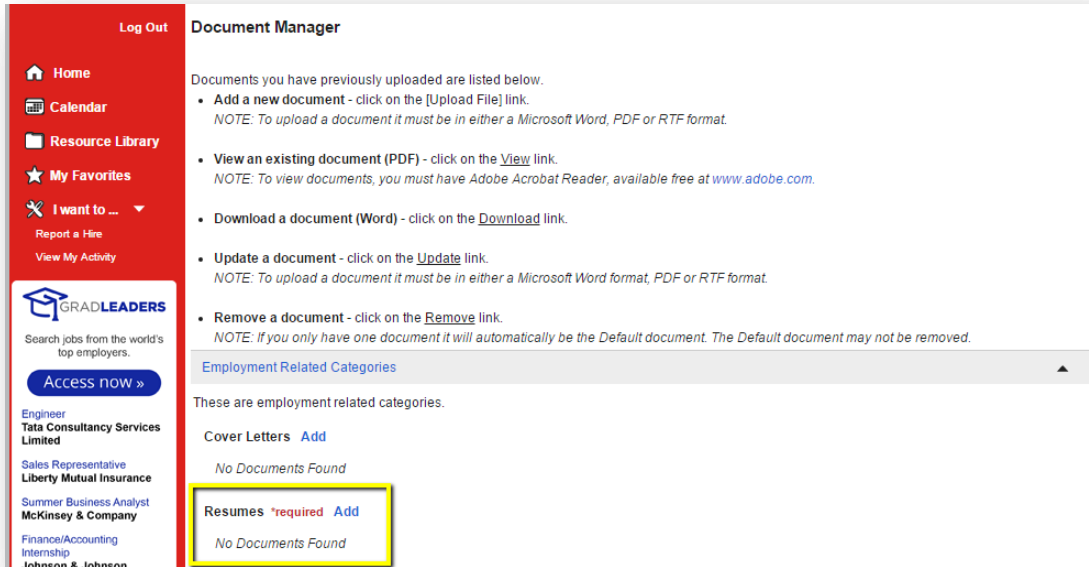
Step 6

Choose My Documents under My Account.



Step 7

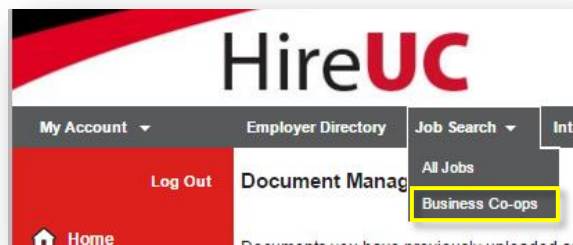
Add your most recent resume saved as a PDF file.



The screenshot shows the 'Document Manager' page. On the left is a red sidebar with navigation links: Home, Calendar, Resource Library, My Favorites, I want to ... (with a dropdown arrow), Report a Hire, and View My Activity. Below the sidebar is a 'GRADLEADERS' logo and a search prompt: 'Search jobs from the world's top employers.' with an 'Access now >' button. A list of job categories follows: Engineer at Tata Consultancy Services Limited, Sales Representative at Liberty Mutual Insurance, Summer Business Analyst at McKinsey & Company, and Finance/Accounting Internship at Johnson & Johnson. The main content area is titled 'Document Manager' and contains instructions for adding, viewing, downloading, updating, and removing documents. Below these instructions is a section for 'Employment Related Categories' with a dropdown arrow. Under this section, it says 'These are employment related categories.' and lists 'Cover Letters' with an 'Add' link and 'Resumes *required' with an 'Add' link. Both 'Add' links are highlighted with a yellow box. Below each category, it says 'No Documents Found'.

Step 8

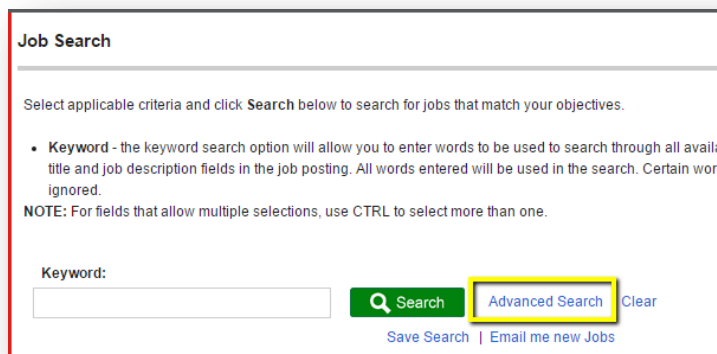
Click Business Co-ops under Job Search.



The screenshot shows the top navigation bar of the HireUC website. The logo 'HireUC' is at the top. Below it is a dark grey navigation bar with links: My Account (with a dropdown arrow), Employer Directory, Job Search (with a dropdown arrow), and Inter. The 'Job Search' dropdown menu is open, showing 'All Jobs' and 'Business Co-ops', with 'Business Co-ops' highlighted by a yellow box. Below the navigation bar is a red sidebar with 'Log Out' and 'Home' links. The main content area shows 'Document Manag'.

Step 9

Choose the Advance Search Option.



The screenshot shows the 'Job Search' page. At the top, it says 'Job Search'. Below that, it says 'Select applicable criteria and click Search below to search for jobs that match your objectives.' There is a list of search options, with 'Keyword' selected. Below the list, it says 'NOTE: For fields that allow multiple selections, use CTRL to select more than one.' There is a 'Keyword:' label and an input field. To the right of the input field are three buttons: 'Search' (with a magnifying glass icon), 'Advanced Search' (highlighted with a yellow box), and 'Clear'. Below the buttons are links for 'Save Search' and 'Email me new Jobs'.

Step 10

Select your major under Majors and hit Search.

The screenshot shows a job search interface with the following fields and options:

- Keyword:
- Search: Basic Search Clear
- Job ID:
- Industry:
- Position Type:
- Post Date: 2/1/2015 to
- Degrees:
- Job Category:
- Expiration Date: to
- Majors: Add/Remove
- Work Authorization:
- Organization Name:
- Job Location City:

Step 11

Apply to co-ops following the application instructions for each position.

The screenshot shows application instructions for a position:

- Qualifications:**
Must be pursuing a 4-year degree, preferably in operations management
- Application Instructions:**
Submit resume through hireuc.edu. Candidates selected for an interview will be contacted with further application instructions
- Online Application Address:**