CPCC Cooperative Education Students
Procedures for Hiring on Campus

1. Contact the Cooperative Education Office at any campus if you are interested in hiring a co-op student for temporary employment, either paid or non-paid.

2. Complete the Employer Projected WBL/Co-op Needs Worksheet. (www.cpcc.edu/cooperative_education)

3. A Co-op Coordinator will be assigned to work with you to meet your hiring needs.

4. Once you have selected a co-op student that meets your qualifications,
   • Determine the salary
   • Confirm funds availability
   • Have student complete the forms listed on the PT New Hire Check List and the CPCC Agreement for Co-op Students (for non-paid students) and return to the HR Office.

5. Non-instruction – complete PT Position Request Form and Rate Schedule and send to Payroll and HR
   Instruction – complete PT Position Request Form, & Rate Schedule and the Contract Recording Amount Form and send to the VPI’s office.

After the processing of these forms, HR will notify the divisions/departments that the student has been entered into the system (Colleague) and you have approval to officially hire the student.

6. Provide an orientation for the student to the worksite.

7. Within the first 10 days of employment…
   • Assist the student in developing 3 measurable learning objectives
   • Sign and date the Co-op Agreement, the Measurable Learning Objectives, and the initial Time/Wage Report located in the Student’s Workbook.

8. During the semester, allow the student’s faculty coordinator to visit the student and the employer on site.

9. At the end of the semester
   • Complete/sign/date the Employer Evaluation for the student located in the student’s workbook
   • Sign and date the student’s final Time/Wage Report located in the student’s workbook.
ATTACHMENTS

1. FAQ Cooperative Education
2. CPCC Co-op Approved Programs of Study & Co-op Coordinators
3. Employer Projected WBL/Co-op Needs Worksheet
4. Part-time New Hire Check List
5. New Part Time Position Request Form (Rate Schedule)
6. Instructional Contract Recording Form
7. CPCC Agreement – Cooperative Education Student – Non paid Co-op
8. Salary Survey