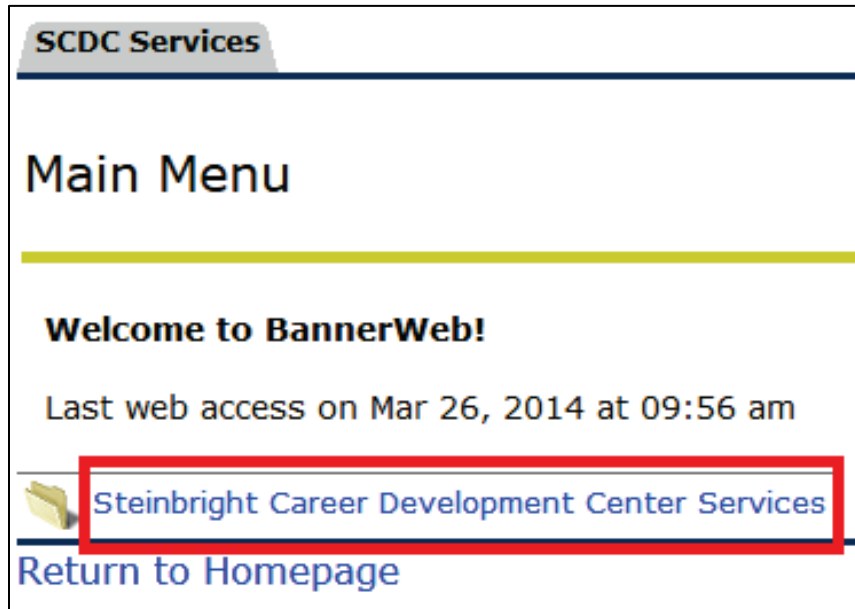


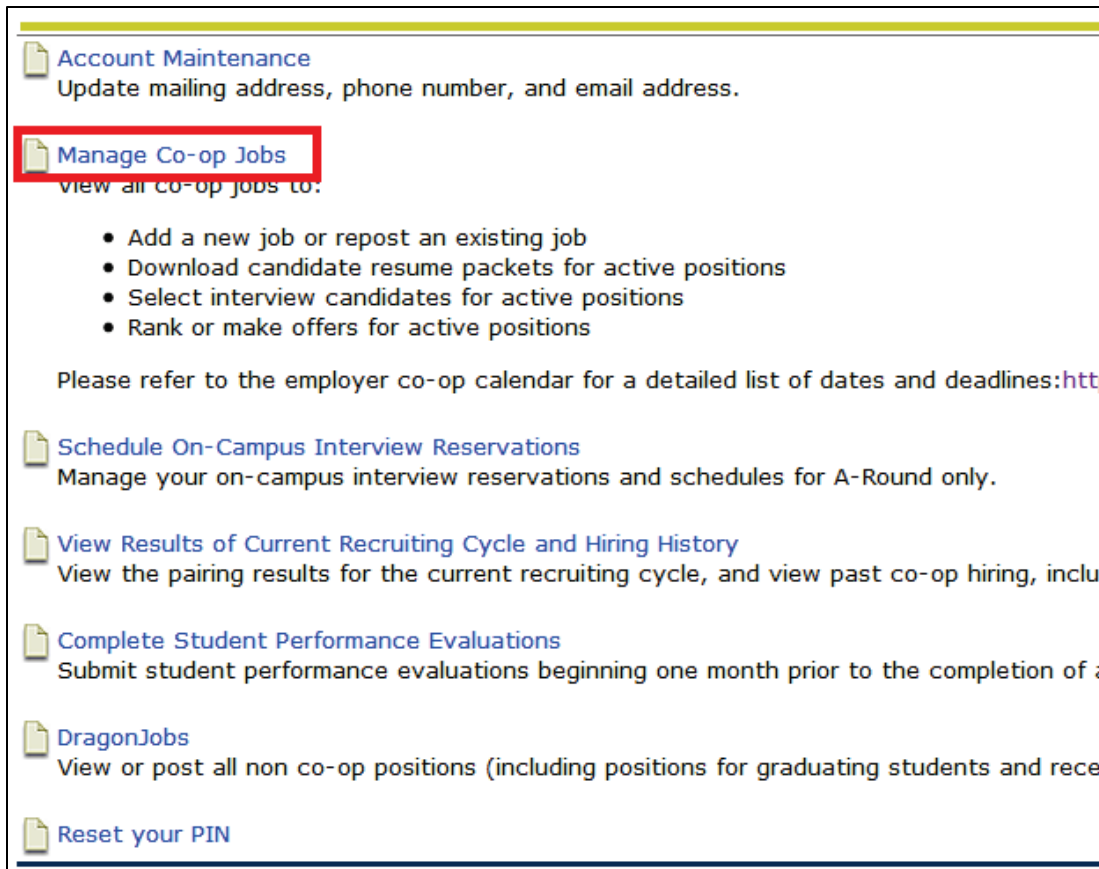
# *Entering Your Rankings*



## **Step 1:**

After logging in, click  
“Steinbright Career  
Development Center  
Services.”

# *Entering Your Rankings*



 [Account Maintenance](#)  
Update mailing address, phone number, and email address.

 [Manage Co-op Jobs](#)  
view all co-op jobs to:

- Add a new job or repost an existing job
- Download candidate resume packets for active positions
- Select interview candidates for active positions
- Rank or make offers for active positions

Please refer to the employer co-op calendar for a detailed list of dates and deadlines:[http://www.drexel.edu/coop](#)

 [Schedule On-Campus Interview Reservations](#)  
Manage your on-campus interview reservations and schedules for A-Round only.

 [View Results of Current Recruiting Cycle and Hiring History](#)  
View the pairing results for the current recruiting cycle, and view past co-op hiring, including

 [Complete Student Performance Evaluations](#)  
Submit student performance evaluations beginning one month prior to the completion of a

 [DragonJobs](#)  
View or post all non co-op positions (including positions for graduating students and rece

 [Reset your PIN](#)

## Step 2:

Click “Manage Co-op Jobs.”



# *Entering Your Rankings*

The image shows two screenshots of a web interface titled "SCDC Services". The top screenshot shows a "Select a Service Type" section with a drop-down menu. The menu is open, showing three options: "Co-op Experience", "Co-op Experience", and "Direct Apply Job Board". A red arrow points to the first "Co-op Experience" option. The bottom screenshot shows the same interface, but the "Co-op Experience" option is now selected in the drop-down menu. A red rectangle highlights the "Select Service Type" button below the menu.

## **Step 3:**

Select “Co-op Experience” from the drop-down menu and then click “Select Service Type.”



# *Entering Your Rankings*

**Service Type: Co-op Experience**

**Choose the activity you wish to perform:**

**Active Jobs**

These jobs are the ones that are currently, or will be, active jobs.

Add a new job

Add a brand new job to the system from scratch.

All Jobs

Search all of the jobs you have in the system. Use this for the purpose of reposting them to a new system; or to track down a specific job that you have.

## Step 4:

Click “Active Jobs.”



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**Steinbright**  
Career Development Center

# *Entering Your Rankings*

|                                           |                                             |
|-------------------------------------------|---------------------------------------------|
| Round: A-Round                            | <a href="#">Edit interview instructions</a> |
| <b>Job Title / Job City</b>               | <b><a href="#">Rank Candidates</a></b>      |
| <b>Job Number: #####</b>                  | <a href="#">Review Interview Candidates</a> |
| Job Location: North New Jersey            |                                             |
| 1 opening Interview Loc: <b>On Campus</b> | Candidates interviewed: 6                   |
|                                           | Rankings entered: no                        |
|                                           | Deadline to rank candidates: 06/27/2014     |
|                                           | Student ranking will end: 07/07/2014        |
|                                           | Hiring results available: 07/08/2014        |

## Step 5:

Click

“Rank Candidates.”



# *Entering Your Rankings*

**Rankings Due: June 27th, 2014**

[Return](#)  
to Job list

Add an opening: +

This job has **1** position available.  
- Remove an opening

You have made 0 offers.

**There were 6 candidates interviewed for this job.** [Decline All](#)

[Offer](#) [Alternate](#) [Decline](#)

Pre-Junior ✕ Accounting

[Offer](#) [Alternate](#) [Decline](#)

Junior ✕ Economics

[Offer](#) [Alternate](#) [Decline](#)

## Step 6:

Click “Offer” for the top candidate.



# Entering Your Rankings

[Return](#)

[to Ranking list](#)



Co-op employers should be aware that the Fair Labor Standards Act (FLSA) and related state and local statutes may govern the relationship between employers and co-op students. Employers are encouraged to [review the FLSA](#) and determine whether its minimum wage, overtime and other provisions are relevant to the circumstances of their co-op placement (s).

You have Offered this job to [REDACTED].

Please confirm this action by entering the wage information for the offer below and clicking the "Continue" button. Both the hourly wage and the hours per week must be entered before your ranking will be recorded. If you are offering any other compensations that might affect a student's decision, such as relocation expenses or housing, you may indicate that in the "Other Compensations" text box.

If you do not wish to offer Wisam Mohamed this job, use your browser's back button to return to the ranking list for this job.

Hourly wage offered: \$  Hours per week:   Other Compensations:

[Continue](#)

## Step 7:

Enter “Hourly Wage Offered”, “Hours per Week”, and “Other Compensation” (*if necessary*).  
Click “Continue.”



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# Entering Your Rankings

Add an opening: +

This job has **1** position available.  
- You have as many offers as openings - you may not remove a job opening without first removing a job offer.

You have made 1 offer.

There were **6** candidates interviewed for this job. [Decline All](#)

---

|       |                                                                                   |                                       |
|-------|-----------------------------------------------------------------------------------|---------------------------------------|
| OFFER |  | <a href="#">Remove Action</a>         |
|       | Junior ✕ Economics                                                                | Salary:<br>\$15.00/hr for 40 hrs/week |

---

|                                                                                   |                           |                         |
|-----------------------------------------------------------------------------------|---------------------------|-------------------------|
|  | <a href="#">Alternate</a> | <a href="#">Decline</a> |
| Pre-Junior ✕ Accounting                                                           |                           |                         |

---

|                                                                                   |                           |                         |
|-----------------------------------------------------------------------------------|---------------------------|-------------------------|
|  | <a href="#">Alternate</a> | <a href="#">Decline</a> |
|-----------------------------------------------------------------------------------|---------------------------|-------------------------|

## Step 8:

Click “Alternate”, *in order of preference*, for all Qualified Alternates.



# Entering Your Rankings

[Return](#)

[to Ranking list](#)



Co-op employers should be aware that the Fair Labor Standards Act (FLSA) and related state and local statutes may govern the relationship between employers and co-op students. Employers are encouraged to [review the FLSA](#) and determine whether its minimum wage, overtime and other provisions are relevant to the circumstances of their co-op placement (s).

You have chosen [REDACTED] as Alternate 1.

Please confirm this action by entering the wage information for the offer below and clicking the "Continue" button. Both the hourly wage and the hours per week must be entered before your ranking will be recorded. If you are offering any other compensations that might affect a student's decision, such as relocation expenses or housing, you may indicate that in the "Other Compensations" text box.

If you do not wish to consider Nick Damraksa as an alternate prospect for this job, use your browser's back button to return to the ranking list for this job.

Hourly wage offered: \$  Hours per week:   Other Compensations:

## Step 9:

Enter “Hourly Wage Offered”, “Hours per Week”, and “Other Compensation” (*if necessary*). Click “Continue.”



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# Entering Your Rankings

Add an opening: [+](#)

This job has **1** position available.  
You have as many offers as openings - you may not remove a job opening without first removing a job offer.

You have made 1 offer.

**There were 6 candidates interviewed for this job.** [Decline All](#)

---

|                    |                                                                                   |                               |                                                                                     |
|--------------------|-----------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------|
| <b>OFFER</b>       |  | <a href="#">Remove Action</a> |                                                                                     |
|                    | Junior ✕ Economics                                                                |                               | Salary:<br>\$15.00/hr for 40 hrs/week                                               |
| <hr/>              |                                                                                   |                               |                                                                                     |
| <b>Alternate 1</b> |  | <a href="#">Remove Action</a> |  |
|                    | Sophomore ✕ Marketing                                                             |                               | Salary:<br>\$15.00/hr for 40 hrs/week                                               |
| <hr/>              |                                                                                   |                               |                                                                                     |
| <b>Alternate 2</b> |  | <a href="#">Remove Action</a> |    |
|                    | Pre-Junior ✕ Accounting                                                           |                               | Salary:<br>\$15.00/hr for 40 hrs/week                                               |

## Step 10:

Repeat **Steps 8 and 9** for multiple Qualified Alternates.

*Note:*

*You can adjust the order of your Qualified Alternates until the deadline by clicking the “**up**” and “**down**” arrows on the right.*

# Entering Your Rankings

Add an opening: + 

This job has **1** position available.  
- You have as many offers as openings - you may not remove a job opening without first removing a job offer.

You have made 1 offer.

---

**There were 6 candidates interviewed for this job.** [Decline All](#)

---

**OFFER** 

Junior Economics

Salary: \$15.00/hr for 40 hrs/week

[Remove Action](#)

---

**Alternate 1** 

Pre-Junior Accounting

Salary: \$15.00/hr for 40 hrs/week

[Remove Action](#)

---

**Declined** 

Pre-Junior Accounting

[Remove Action](#)

## Step 11:

If necessary, adjust the available openings by clicking the “+” or “-” icons.

*Note:*

*The number of OFFERS you make should be equal to the number of openings you have.*



## *Questions?*

Contact your co-op coordinator.

*Visit our co-op recruiting calendar.*



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