Step 1:
Log in to employer.steinbright.drexel.edu using your existing Drexel credentials.
Step 2: Click “Manage Co-op Jobs.”
Entering Your Rankings

Step 3:
Click “Active Jobs.”

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 past jobs for the purpose of reposting them to a new location; or to track down a specific job that you might have titled something similar.
Entering Your Rankings

Step 4:
Click “Rank Candidates.”
Step 5:
Click “Offer” for the top candidate.
Step 6:
Enter “Hourly Wage Offered”, “Hours per Week”, and “Other Compensation” (if necessary). Click “Continue.”
Step 7:
Click “Alternate”, *in order of preference*, for all Qualified Alternates.
Step 8:
Enter “Hourly Wage Offered”, “Hours per Week”, and “Other Compensation” (if necessary). Click “Continue.”
Enter Your Rankings

Step 9:
Repeat Steps 7 and 8 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.
Step 10:
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.

Feedback on the new system?
Let us know!

Visit our co-op recruiting calendar.