

Entering Your Rankings



Secure Access Login

User ID:

PIN:

Need assistance?

Have feedback?

Contact your co-op coordinator or the [Steinbright Operations team](#).

Step 1:

Log in to

employer.steinbright.drexel.edu

using your existing Drexel credentials.

Entering Your Rankings

DREXEL UNIVERSITY
Steinbright
Career Development Center

**CO-OP
EMPLOYER
PORTAL**

April 15, 2015
Help - Logout

Home History

APRIL 2015 today < >

Mon	Tue	Wed	Thu	Fri
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
20	21	22	23	24
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
27	28	29	30	1
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				

[A-Round](#) [B-Round](#) [C-Round](#) [Deadline](#)

Coordinator

Coordinator: Coordinator Name
coordinator@mail@drexel.edu
(215) 895-####

Access SCDCOnline

[Manage Co-op Jobs](#)

[Schedule On-Campus Interview Reservations](#)

[Complete Student Performance Evaluations](#)

Quick Links

[Full Co-op Recruiting Calendars](#)

Step 2:

Click “Manage Co-op Jobs.”

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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 in the system.
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 location; or to track down a specific job that you have in the system.

Step 3:
Click “Active Jobs.”



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Round: A-Round

Job Title / Job City

Job Number: #####

Job Location: North New Jersey

1 opening Interview Loc: **On Campus**

[Edit interview instructions](#)

[Rank Candidates](#)

[Review Interview Candidates](#)

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 4:

Click

“Rank Candidates.”



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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](#)

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

Pre-Junior ✕ Accounting

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

Junior ✕ Economics

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

Step 5:

Click “Offer” for the top candidate.



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[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:

Step 6:

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



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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 [Redacted] [Remove Action](#)

Junior ✕ Economics Salary: \$15.00/hr for 40 hrs/week

[Redacted] [Alternate](#) [Decline](#)

Pre-Junior ✕ Accounting

[Redacted] [Alternate](#) [Decline](#)

Step 7:

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



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[Return](#)

[to Ranking list](#)



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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 8:

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



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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		Remove Action	
	Junior ✕ Economics		Salary: \$15.00/hr for 40 hrs/week
Alternate 1		Remove Action	
	Sophomore ✕ Marketing		Salary: \$15.00/hr for 40 hrs/week
Alternate 2		Remove Action	
	Pre-Junior ✕ Accounting		Salary: \$15.00/hr for 40 hrs/week

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.*

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The screenshot shows a user interface for managing job offers. At the top, there is a section for 'Add an opening: +'. Below it, a message states 'This job has 1 position available.' and 'You have made 1 offer.' A green arrow points to the '+1' in the first message. Below this, there is a section for 'Add an opening: +' with a message 'This job has 2 positions available.' and 'You have made 1 offer.' A green arrow points to the '+2' in the second message. The main area displays a list of offers with columns for status, job title, and salary. The first offer is 'OFFER' for 'Junior Economics' with a salary of '\$15.00/hr for 40 hrs/week'. The second offer is 'Alternate 1' for 'Pre-Junior Accounting' with a salary of '\$15.00/hr for 40 hrs/week'. The third offer is 'Declined' for 'Pre-Junior Accounting'. Each offer has a 'Remove Action' button. A 'Decline All' button is also visible.

Add an opening: +
This job has 1 position available.
You have made 1 offer.

Add an opening: +
This job has 2 positions available.
You have made 1 offer.

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

Status	Job Title	Salary	Action
OFFER	Junior Economics	\$15.00/hr for 40 hrs/week	Remove Action
Alternate 1	Pre-Junior Accounting	\$15.00/hr for 40 hrs/week	Remove Action
Declined	Pre-Junior Accounting		Remove Action

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.](#)

