

Reviewing Your Optimal Pairing and Signing Your Placement Agreement

DrexelConnect

Enter your DrexelOne Userid and Password

Userid:

[Need to get a DrexelOne account?](#)

Password:

[Need help with your password?](#)

Connect

"Central Authentication Service"
DrexelConnect is the
Authentication Service
DrexelConnect.)

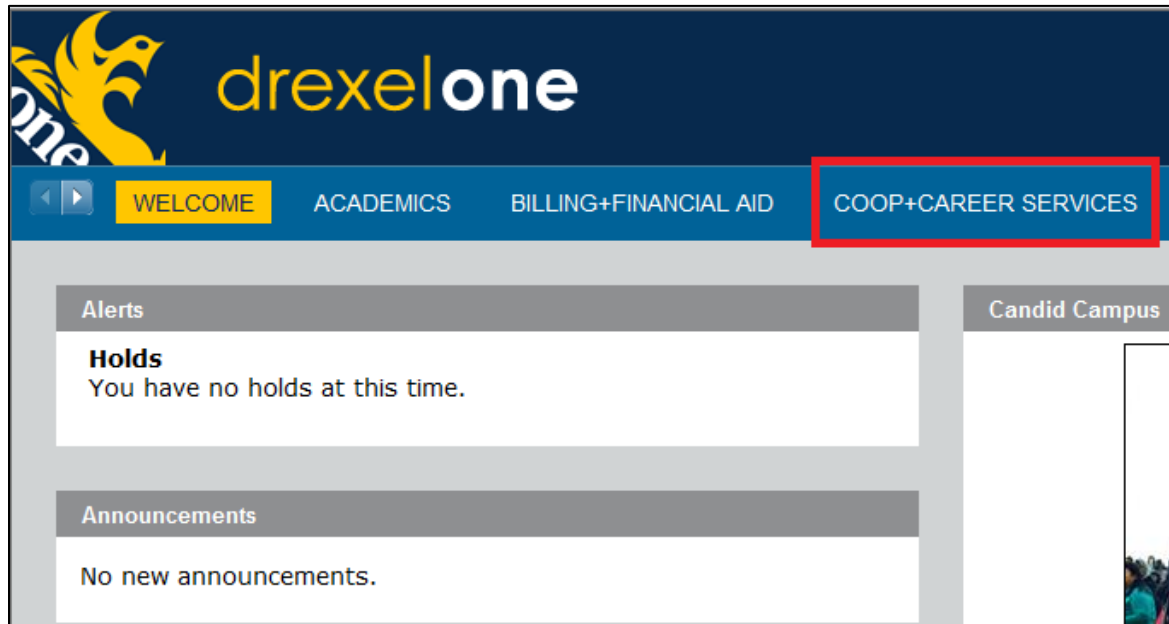
Connect at the left with
DrexelConnect service
password again. When
re-enter that service

Logout, D

Step 1:

Log into DrexelOne
(one.drexel.edu).

Reviewing Your Optimal Pairing and Signing Your Placement Agreement



Step 2:

Click “COOP+CAREER SERVICES” in the top bar.

Reviewing Your Optimal Pairing

Co-op

Resume for Co-op
[Resume Development for Co-op](#)
Create, modify and view up to 3 resumes using a template or uploading.
[Resume Samples](#)
View resume samples.

Co-op Job Search
[Search for Co-op Jobs](#)
Search for Co-op jobs to apply for in any available terms and rounds.
[Maintain your Co-op Interview Requests](#)
View granted interviews and accept offers/rank positions in order of preference.

Evaluations of Co-op
[Employment Summary & Planner \(ES&P\)](#)
Complete a required evaluation about your co-op experience.
[ES&P Archives](#)
Search past job descriptions and student evaluations of their co-op experiences.

My Co-op Hiring History
View the following information about your past co-op(s): job description, ES&P and the employer evaluation (if completed by employer).

Additional Resources
[Co-op Policies](#)
[Co-op Calendars](#)
[Peer Mentor Program](#)
[Student and Employer Co-op Forms](#)

Step 3:

Click “My Co-op Hiring History” in the Co-op Channel.



Reviewing Your Optimal Pairing

Step 4:

On this screen you can view your co-op cycle, job number, job title, and employer name. Your job title will link to the job description.

If no position is present for your upcoming cycle, you were not paired in this round.

- Employment Summary and Planner (ES&P)
- Employer Evaluation (EMP)

You must attend a post co-op ES&P meeting before you can access and print your ES&P(s) and Employer Evaluation(s). Employer Evaluations are not mandatory, so your supervisor may not have completed one for you. If you found a position outside of the A & B-round Optimal Pairing process, you will not have access to the Student Co-op Agreement and Registration form, because you completed this form manually. If you need a copy of this form, please contact your co-op coordinator.

You will not be able to copy/paste these documents, but if you would like to save a copy, you can print them to a PDF. You must have Adobe Acrobat Pro to do this which is software that is available to all Drexel students.

Work Period	Job No	Title	Employer	
Spring/Summer (April 2018 - Sept 2018)	XXXXXX	Job Title	Employer Name	ES&P EMP
Spring/Summer (April 2019 - Sept 2019)	XXXXXX	Job Title	Employer Name	SCARF ES&P EMP
Spring/Summer (April 2020 - Sept. 2020)	XXXXXX	Job Title	Employer Name	SCARF

[[Resume Development for Co-op](#) | [Search for Co-op Jobs](#) | [Handshake](#) | [Maintain your Co-Op Interview Requests](#) | [ES&P Form Completion](#) | [Search the ES&P Archives](#) | [Your Co-op Employment Records](#) | [View Your Co-op Employment Agreement](#) | [View Your Co-op Program Participation Agreements](#)]

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Signing your Placement Agreement Required for Co-op Credit

Step 5:

On the same screen you will see a number of links at the bottom of the page. Click “View Your Co-op Employment Agreement” on the bottom bar.

[[Resume Development for Co-op](#) | [Search for Co-op Jobs](#) | [Handshake](#) | [Maintain your Co-Op Interview Requests](#) | [ES&P Form Completion](#) | [Search the ES&P Archives](#) | [Your Co-op Employment Records](#) | [View Your Co-op Employment Agreement](#) | [View Your Co-op Program Participation Agreements](#)]

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Signing your Placement Agreement

I have accepted a co-op position with the following employer for the specific time period indicated in this agreement. I understand the nature of the environment, physical conditions, required work hours, rate of compensation, and travel time.

This placement is for the period of 2 terms --
beginning **First day of co-op** and ending **Last day of co-op**

Employer: Employer Name
Position Title: Job Title
Job Number: Job Number
Hourly Wage: \$ X for X hours **Salary:** \$ XXX
Other Compensation: Other Compensation details
Employer Address: Employer Address
City, State Zip
Contact Email: Employer@company.com

I understand and agree to abide by the rules and regulations stated in the **STUDENT CO-OP AGREEMENT**.

I will notify the coordinator immediately of any significant change in my employment status or work environment (e.g., questions of wages; misunderstandings with the employer; etc.)

I understand that should I be discharged by a cooperative education employer for cause or should I leave, I will review the circumstances with the Director of the Steinbright Career Development Center for appropriate University and loss of co-op credit.

Reminder: Update DrexelOne to reflect your current contact information (mailing address, phone and e-mail). The Steinbright Career Development Center will communicate information to you and in case of emergencies.

I agree to the terms stated

Step 6:

Review the placement agreement for accuracy.

When complete, sign the placement agreement by clicking “I agree to the terms stated”

Signing your Placement Agreement



Steinbright Career Development Center Services

[HELP](#) [EXIT](#)

Student Co-op Agreement and Registration Confirmation

This confirms that your Student Co-op Agreement Registration form has been signed and received by the SCDC.

By agreeing to this document you are required to complete your co-op experience with the the specified employer. If you encounter any issues or concerns while on your co-op job, please contact your co-op coordinator immediately

Reminder: Update DrexelOne to reflect your current contact information (mailing address, phone and e-mail) while on your co-op experience. Your current contact information is required for the Steinbright Career Development Center to communicate information to you and in case of emergencies.

[View your Placement Agreements](#)

[[DragonJobs](#)]

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Step 7:

You will receive a confirmation page that your placement agreement has been signed.



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