

## Co-op Employer Quickstart Guide

“NUworks”, powered by Symplicity, launched on July 7, 2020. You may access it at <https://nuworks.northeastern.edu/employers>.

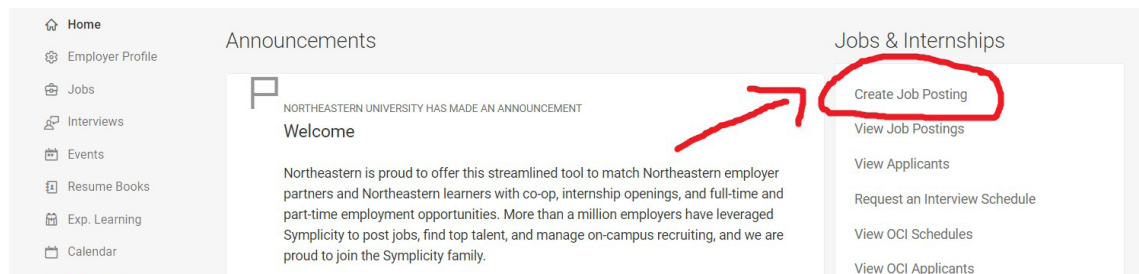
### DO I HAVE AN ACCOUNT IN NUWORKS?

If you have posted at least one job since 2018, your account has been migrated to NUworks. A [password retrieval link](#) is available on the [login](#) page.

If you have never posted a co-op position, or if you have not posted recently, [you can register for an account here](#).

### HOW DO I POST A JOB?

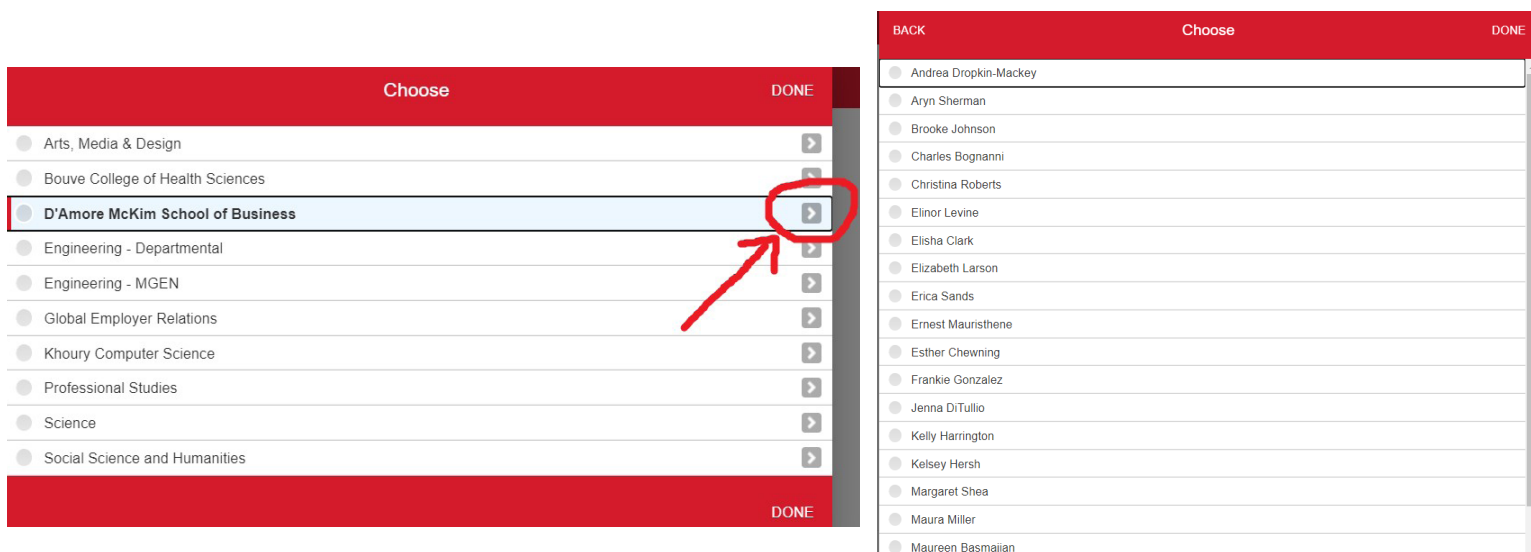
After logging in, click the “Create a Job Posting” link in the right side-bar.



If you posted a co-op position last semester, you may choose to “Copy or Repost” a position and click the button to “Show Archived” jobs. Selecting a position from the drop-down list will pre-load the form with data from your previous posting.

If you don't have a recent posting or if you'd like to post a new position, simply complete the form with all of the required fields.

Co-op positions will be reviewed and approved by a Co-op Coordinator based on your selection of a Primary Northeastern Contact. If you do not have a working relationship with a Co-op Coordinator, please select only “D'Amore-McKim School of Business” and we will assign a Co-op Coordinator to you after review.

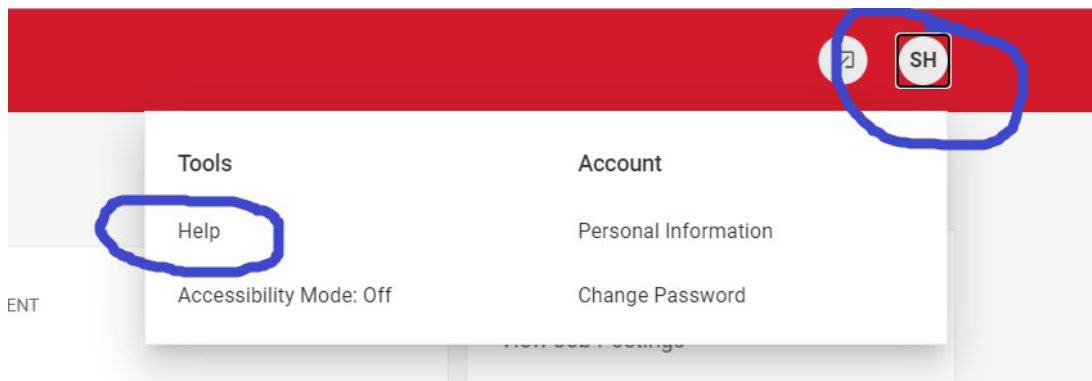


You will receive an email notification when your position is approved and posted for students to view and apply. Please check the posting to ensure the details accurately reflect the co-op position(s) you have available with your company.

NUworks empowers employers to interact directly with the system and with candidates for hire. Employers are highly encouraged to post their co-op positions directly to NUworks themselves to optimize the pool of eligible candidates. For more information about the Spring 2021 recruitment cycle and tips for creating co-op job descriptions, please review our [D'Amore-McKim Co-op Employer FAQ](#) page.

## WHERE CAN I FIND MORE NUWORKS HELP?

NUworks provides targeted help throughout the system. To access the help system, click your initials in the page header, then "Help." A list of topics related to the page you are on (e.g. Job Postings) will be displayed.



## QUESTIONS?

Contact your Co-op Coordinator or email [DMSBCoopJobs@northeastern.edu](mailto:DMSBCoopJobs@northeastern.edu) to establish a relationship with the DMSB Cooperative Education team. For additional information about the Fall 2021 recruitment cycle and posting a co-op position, please visit our [Employer FAQ](#) page.