

# CO-OP TIPS

Use the following tips to help you be successful on the job. Remember, this experience is meant to help you define your career goals and build professional connections. If you are ever unsure of how to handle a situation at work, you can always reach out to your CO-OP + CAREER Advisor for support.

## Your Co-op is an Extended Interview

- Employers are interested in how you act and whether you fit in with the rest of the team. If you are a good fit, they may consider hiring you back for a second co-op or offering you a full-time job.
- Professionalism, work ethic, and time management are important!
- Use this opportunity to interview the company. Discover if the culture is one in which you would thrive. If time allows, ask to meet with members of other teams to expand your network and explore the company.

## How to Be Successful from Day One of Your Co-op

- Use a notebook to take notes in meetings instead of using your phone.
- Communicate any anticipated changes in your schedule with your supervisor.
- Take initiative. If your work is finished, ask if you can help others.
- Proofread all communication with members of the company before sending. Beware of CC and BBC functions on email.
- Be professional:
  - Make being on time a priority.
  - Dress for the environment – take cues from other co-workers about what is appropriate.
  - Stay away from social media and keep off your cell phone.
  - Avoid office gossip.
  - Be honest and upfront if you make a mistake.

## Socializing with Colleagues

What are the best strategies for interns to practice if they are invited to a social event where alcohol is served?

- Are you under 21 years old?
  - Underage drinking is illegal.
  - Don't break the law, even if your colleagues offer you a drink.
  - Attend the event and drink a non-alcoholic beverage.
  - Use the event as an opportunity to network.
- If you are 21, how should you behave?
  - Take your cues from the behavior of your co-workers.
  - If everyone orders water or soda, it is not appropriate to order a beer.

## End of Co-op

- Thank your supervisor and colleagues for the co-op experience.
- Ask if your supervisor would be willing to serve as a reference for future employment.
- Connect with colleagues on LinkedIn and ask mentors to write recommendations.
- Review and update your resume.
- Encourage your supervisor to review your performance and complete the WITworks employer evaluation.
- **To receive a passing grade, you are required to complete the WITworks self-evaluation.**