

Prep for Success

Everything you need to know from Resume Development to the Co-op Search Process



Kettering University

Congratulations on your acceptance to Kettering University!

We hope you are ready to take the next steps in becoming a Kettering University student. The cooperative education program at Kettering provides you an opportunity to gain real world experience – beginning with the process of securing a professional co-op position.

The Cooperative Education staff will assist you at every step in this process. We are excited to work with you as you get started in your co-op search process.

This booklet is provided to help you develop your resume and prepare for interviews with co-op employers. You will find sample resumes, cover letters and interview tips. Information about using our web-based database Kettering Connect is also included. Kettering Connect will allow you to complete your profile, upload your resume, view and apply for co-op positions and register for events such as career fairs.

If you have any questions regarding the development of your resume or our web site, please contact the Cooperative Education and Career Services Office at 1-800-955-4464, extension 9846. You may also e-mail us at connect@kettering.edu and someone will assist you as soon as possible.

Kettering University

[Cooperative Education and Career Services](#)

1700 University Avenue • Flint, MI 48504-6214 • Phone: (810) 762-9846 • FAX: (810) 762-9837

Students call toll-free in USA and Canada at 1-800-955-4464, extension 7865

URL: <http://www.kettering.edu/Co-op> • E-mail: connect@kettering.edu

TABLE OF CONTENTS

<u>Cooperative Education at Kettering University</u>	3
<u>How to Secure a Co-op Position</u>	3
<u>Co-op Search Process Calendar</u>	5
<u>Preparing a Resume</u>	6
<u>Preparing a Cover Letter</u>	9
<u>Preparing for the Interview</u>	10
<u>Sample Documents</u>	13
<u>Using Kettering Connect</u>	19

COOPERATIVE EDUCATION AT KETTERING UNIVERSITY

Cooperative Education is an integral part of Kettering's academic program. It is a three-way partnership between a student, an employer, and the university.

Cooperative Education at Kettering University is based on an alternating schedule. Students alternate 11 week academic terms with 12 week terms of full-time work with one of our employer partners. The academic calendar for students:

Term	A Section	B Section
Summer: Jul – Sep	School	Work
Fall: Oct – Dec	Work	School
Winter: Jan – Mar	School	Work
Spring: Apr - Jun	Work	School

The Goals of Cooperative Education at Kettering University

- To develop a strong and positive correlation between your academic program and your co-op work experience
- To provide educational experiences which orient and integrate you into productive and professional roles with your co-op employer
- To develop positive work-related habits, characteristics and transferable skills which promote professionalism, ethical behavior, diversity and global awareness
- As a Kettering student you are encouraged to remain and grow with the same co-op employer throughout your college career whenever possible

HOW TO SECURE A CO-OP POSITION

There are many different methods for you to consider as you seek a co-op opportunity. Securing a position depends on many factors such as the economy, your involvement, location and any geographic preferences. Your participation in this process will impact your success.

Cooperative Education Managers

- You will initially work with a Co-op Manager assigned by geographic location – where you live
- Your manager will work with you to connect you and market you to potential co-op employers
- Will critique your resume
- Will refer your resume to potential co-op employers
- Coach you and provide advice throughout your Kettering career
- Act as a liaison between you and your co-op employer
- Once you are employed, your Co-op Manager may change based on location of your co-op assignment

Kettering Connect Co-op Postings

- Employers often provide job descriptions to post on Kettering Connect
- Students are able to view and apply for co-op postings of interest from a wide variety of potential co-op employers

Career Fairs

- Three fairs are held at Kettering each year – in Spring, Summer and Fall
- Fairs are an excellent opportunity for eligible students to meet and interview with several employers

Networking

- Some students may have an opportunity to develop a new co-op opportunity through their network
- Talk with your parents, other family members, friends, neighbors, teachers, coaches – they may have suggestions of possible employers
- Contact your local Chamber of Commerce for a list of local employers
- Read your local newspaper for possible leads
- Provide any contacts/names to your co-op manager for follow up

Keys to Success

- Be flexible and have realistic expectations
- Take initiative
- Keep a positive attitude
- Keep in contact with your co-op manager
- Follow up with all employer contacts
- A valid driver's license and reliable transportation will be required for interviews and most importantly for your co-op work term

CO-OP SEARCH PROCESS CALENDAR

As a student accepted to Kettering University you are asked to develop a resume as the first step in the co-op search process. The co-op search experience and timeline varies for every student. Some students are ready to begin the co-op search process prior to enrollment at Kettering – other students choose to begin upon enrollment at Kettering in the summer or fall. There are no definitive deadline dates.

You must take an active role in your search. The co-op search process can be competitive. Kettering University cannot guarantee you a co-op position, but will work with you to develop opportunities and prepare you to be successful in this process.

Following is a general overview of the timeline of the co-op search process:

January through March

- Students prepare and submit resumes – uploading in Kettering Connect
- Resumes are reviewed and students are provided feedback
- Admitted Student Programs are held at Kettering to help prepare students for co-op and the co-op search process
- Spring Career Fair is held on campus – this is the first opportunity for admitted students to meet and interview with potential co-op employers

April

- Admitted students with a completed resume are given access to view co-op postings in Kettering Connect
- Students are able to view postings and request resume referrals
- Employers begin reviewing resumes
- Co-op Managers refer resumes
- Students begin interviewing with employers

May through June

- Resume referrals continue
- Interviewing continues
- Co-op employment offers begin to be extended

July through September

- A- section students begin classes
- Summer Career Fair is held in August
- Students continue to view postings and request resume referrals

October through December

- B-section students begin classes
- Fall Career Fair is held in October
- Students continue to view postings and request resume referrals

PREPARING A RESUME

RESUME OVERVIEW

Your resume is a vital component of the co-op employment search process and your number one marketing tool. Your resume is typically the first opportunity for a potential employer to gain information about your education, work experience, skills, leadership, and potential. It should appropriately reflect your individual background and experiences.

Your resume should:

- Be created in a **Microsoft Word** document only. The document may be saved as MS Word (.DOC or .DOCX), Adobe Acrobat (.PDF), or RTF format.
- Be created using a plain document rather than a resume template.
- Attract the employer's attention and prompt an invitation to interview.
- Be organized, concise, easy to read, and error free.
- Present the most important and recent information first.
- Be **ONE** page in length.
- Use one font style such as Times New Roman or Arial.

A good resume will not guarantee a co-op position; however, it can provide the opportunity to open the door for an interview.

COMPONENTS OF A RESUME

Your resume will be organized around a number of elements which will be used to describe your background and experiences. Information about each element you might include in your resume follows.

CONTACT INFORMATION

- Include your name, complete permanent home address and telephone number and/or cell phone number. Employers often contact applicants by phone so be sure your answering machine or voice mail message is appropriate and professional.
- Email address - Please be sure your email address is appropriate. Check your email account often; as this is one method used by employers to reach students.

OBJECTIVE

- An objective is a brief statement of your short-term goals. It should convey to the employer the type of position you are seeking and demonstrate your focus and interest.
- You are seeking a cooperative education position and not a full-time, part-time, intern or summer position.
- Include the degree program you will pursue. If you are unsure of your field of study, please identify two degree programs of most interest to you.

EDUCATION

- List Kettering University first indicating your intended major and your status as an incoming freshman or transfer student.
- List names of schools attended (high school and colleges) and their locations.
- Include the degrees and diplomas you have or will receive.
- Include graduation dates (expected).
- Include overall GPA, if a 3.0 or higher.
- Include academic honors.

WORK EXPERIENCE

- List the most recent work experience first.
- Include the employer's name (the official name), city and state, job title and dates (month and year) of employment.
- Outline your job duties or responsibilities in a bullet format. You may also describe your accomplishments.
- Use short statements to describe your experiences rather than complete sentences.
- Begin your statements with action words. Use verbs that convey responsibility such as, handled, improved, managed, designed, etc. You will find examples of additional action words in the Resource Library in Kettering Connect.
- Quantify and qualify whenever possible. For example: "Assisted in training three new employees."
- Remember all work (paid or unpaid) experience is relevant. Summer lawn mowing, childcare, delivering newspapers, or volunteer work is important to a potential employer. With careful wording, these experiences indicate such things as trustworthiness, promptness, communication skills, dependability, and the desire to learn.

SKILLS

- Identify your level of skill with measurements (i.e., familiar with, proficient in, basic knowledge of, considerable experience, etc.) Be sure you are able to demonstrate the level of skill you listed.
- Examples of skills include Foreign Languages, Computer Skills (hardware and software), Repair and Maintenance Skills, and Automotive Skills.
- List special skills acquired through formal or informal education, work and personal interests.

ACTIVITIES / HONORS AND AWARDS

Extra-curricular activities and your honors and awards can enhance your resume and will tell a potential employer more about your potential. When a student has limited work experience, a potential employer might look to activities such as volunteer work and extra-curricular activities. Keep Activities and Honors and Awards under separate headings.

- Include dates of participation / dates of honors and awards
- Include both school and community related activities. If you were involved in many activities, you may not want to include them all. Choose those activities that are most important to you or that demonstrate the acquisition of important skills.
- Include team or individual sports, academic teams, volunteer activities, etc.

REFERENCES

- The names and contact information for your references should **NOT** be included on the resume. Simply list “References: Available upon request.”
- Prepare a separate document listing your references. Your listings should include each reference’s name, title, place of employment, address, phone number, and email address.
- Do not use any family members.
- Three references are appropriate.
- Appropriate references can be present/previous supervisors, teachers, guidance counselors, a close family friend, etc.
- Make sure you ask your references before listing them on your reference sheet. Contact each reference individually each time you submit references or update your references.

RESUME CHECKLIST

Employers initially scan resumes very quickly in deciding if they wish to interview the applicant. To be sure your resume will rise to the top consider:

Is the format consistent throughout?

- Use consistency throughout your resume: abbreviations, capitalization of headings, font, and use of bulleting and bolding. For example, if you capitalize a heading, all other headings should be capitalized as well. This ensures that the resume is neat and enhances its overall readability.
- Use the whole page of your resume effectively. The layout should be organized and easy to read. Choose an appropriate font style and size to effectively format your resume. Generally, font size should be between 10 to 12 points.
- States: Be sure to correctly format your state abbreviations throughout the resume; if you use the two-letter abbreviation, the state is formatted with two uppercase letters such as MI, OH, NY, and CA.

Is it grammatically correct?

- Use appropriate tense throughout your resume: If you are currently involved in an activity, describe it in present tense. Positions or activities in which you are no longer involved describe in past tense.
- Personal Pronouns: There should be no mention of “I” or “me” in your resume. Begin your statements with action verbs: Completed, Assisted, Updated, Prepared, etc.

Have you spell-checked and proofread? Has anyone else proofread your resume?

- Spell check and proofread: It is **very** important your resume be free from errors! This includes spelling, punctuation, and grammar. **Remember, spell check alone will not pick up the difference between the words their and there.** Have a teacher or family member review your resume – another set of eyes will see errors you may have missed.

ADDITIONAL CONSIDERATIONS

Your resume is an opportunity to highlight your strengths and accomplishments. However, they should never be exaggerated. All information on your resume must be truthful and accurate. Do not include irrelevant information such as age, sex, marital status, and religion, ethnic or racial background.

Your resume is a reflection of you - your education, skills, experiences, abilities and potential. You want your resume to make a positive first impression on potential co-op employers. **It will not, on its own,** secure a co-op position for you. However, the time and effort you put forth now in developing your resume will help you in opening the doors to interview opportunities.

PREPARING A COVER LETTER

COVER LETTER OVERVIEW

Writing a cover letter is **not a requirement** to secure a co-op position; however, some co-op employers request students to apply directly through their website. As part of the application process, a cover letter may be necessary. Here are some simple tips to help you create a cover letter.

COMPONENTS OF A COVER LETTER

Heading/Date/Inside Address: If you are writing a traditional (not email) letter, select a standard business-letter format such as block style. Your letter's design should match your resume.

Salutation: It's best to address your letter to a specific person (i.e., "Dear Ms. Jones:") if available. If you do not have a contact name, the salutation should be "Dear Hiring Manager".

Opening Paragraph: Your opening paragraph should clearly state the position for which you're applying. Include a reference code if requested and the referral source (i.e. Kettering Connect). Your opening may also include a synopsis of why you are a top candidate for the position. For example:

Your position advertised on Kettering Connect is an excellent fit with my qualifications as the enclosed resume will attest. My background includes four years of successful leadership and communication skills used during my Eagle Scout project to construct walking paths at Camp Summertime.

Body: The body of the letter contains the sales pitch. This is your chance to outline the top reasons why you should be selected for an interview. When writing the body text, keep in mind that hiring managers tend to be department-centered; they want to know what you can do for them, not learn about your life story. Demonstrate how your credentials, motivation and track record would benefit their operation. Review your top five selling factors and add them into the body. Back up achievements with specific examples of how your performance benefited current, former employers, or teams, and clubs you participated in. Use statements such as "Highlights of my credentials include" or "Key strengths I offer include. . ."

Closing Paragraph: Your final paragraph should generate a call for action, so express your strong interest in an interview and state when you will follow up.

Close and Your Name: End with a professional close such as "Best regards", or "Sincerely".

PREPARING FOR THE INTERVIEW

Once your resume has been sent to employers, representatives will review and decide which students to invite for interviews. Employers typically contact students directly by telephone or email to arrange the interview. You must prepare for your interview!

Making Interview Arrangements:

- Prepare a professional message on your answering machine and/or your cell phone voice mail
- Check email daily
- Confirm date and time of interview – if you are unable to keep your interview appointment be sure to cancel with appropriate notice
- Ask for name and telephone number of the interviewer when scheduling interview
- Obtain clear directions and parking information

Appearance:

- First impressions are lasting impressions...Make yours a great one!
- Men: suit, dress pants, white shirt, tie, matching socks and dress shoes
- Women: suit with slacks or knee-length skirt, hosiery, and closed-toe shoes with low heels
- Jewelry should be kept to a minimum – no body piercing should be visible
- Hair should be neat and professional

Research the Organization Before Your Interview:

- Review the company website
- Know the company's products and/or services
- Geographic locations
- Talk with anyone you know with the employer for advice prior to interview
- Recent items in the news

Practice Sample Interview Questions:

- Tell me about yourself.
- What are your strengths and weaknesses?
- What high school courses do you like the most? The least?
- What have you gained or learned from part-time jobs or volunteer work?
- What two or three accomplishments have given you the most satisfaction?
- Why do you plan to major in your intended field of study?
- Give me an example of when you had to work in a team environment.
- How would you describe your work ethic? Give me an example.
- Why do you want to work for our organization?
- In what ways do you think you can make a contribution to our organization?

Behavior Based Interview Questions:

Some employers will use a behavior based interview method – they are seeking specific examples of how you have handled situations in work experiences, extracurricular or classroom situations. More information about responding to these types of questions using the STAR method can be found in the Kettering Connect Resource Library.

- Tell me about a time when you had to balance competing priorities. How did you do it and what were the results?
- Describe a time when you had to adapt to a difficult situation.
- Tell me about a significant accomplishment that would not have happened without your contribution.
- Describe a situation where you persuaded others to believe in a goal and motivated them to achieve it?
- If you could do something over again, what would it be and how would you do it differently?

THE INTERVIEW

Things to Bring:

- Several copies of your resume and a list of references
- A notebook and pen
- Three to five prepared questions to ask the interviewers
- If you bring your cell phone be sure it is turned off and out of the way during your interview

Use Good Communication Skills:

- Firm Handshake – Remember to begin and end your interview with one
- Eye Contact – Good eye contact is important with each of your interviewers
- Body Language – Lean forward and smile, do not slouch and or fidget
- Speak clearly – Be confident in your tone, do not mumble or talk too fast
- Vocabulary – Use proper English and avoid slang
- Enthusiasm – Always have a positive attitude

Top 10 Personal Characteristics Employers Seek in Job Candidates:

1. Communication Skills
2. Work Ethic
3. Motivation/Initiative
4. Teamwork Skills
5. Leadership Abilities
6. GPA/Academic Achievements
7. Technical Skills
8. Interpersonal Skills
9. Analytical Skills
10. Honesty and Integrity

Be Prepared to Ask the Employer Questions:

- Does your organization employ other Kettering students? Co-op students from other schools?
- What types of work assignments do freshmen students receive?
- What type of increased responsibility would I experience during my time here?
- Can you tell me about any thesis projects completed by a Kettering student?
- What do you like most about working for this organization?
- What is the next step in the hiring process and can you give me an estimated timeline?

Finish Strong:

- Say “Thank You” and shake hands of all interviewers
- Collect business cards from all interviewers
- Always follow up with a thank you letter

Handling Offers of Employment

It is extremely important you respond to any offers of co-op employment professionally.

- Say “Thank you!” Whether or not you accept the offer it is important to express appreciation for the offer
- Request time to consider the offer – you do not need to respond immediately
- Employers may provide a week to 10 days for your decision
- Always discuss offers with your Co-op Manager who can provide guidance in this process
- If you choose to accept the offer be sure to follow up your acceptance in writing
- Employers may request students to change their university-assigned section. Please confirm your section with the co-op employer and with your co-op manager.
- If you chose to decline the offer – do follow up to inform the employer of your decision
- Contact your co-op manager to confirm your acceptance as soon as possible
- Once you accept an offer your search process is completed – you may not schedule interviews with other employers after accepting an offer.

DRUG TESTING

Many employers require a drug test for all new employees including co-op students. Be prepared for a drug test as part of the co-op hiring process. Drug testing can be administered through the following means:

- Blood testing
- Hair testing
- Urine testing
- Any combination of the above

REPRESENTING YOURSELF AND KETTERING UNIVERSITY

As a Kettering co-op student you are representing yourself, Kettering University and future students who will have the opportunity to work with your co-op employer. You are expected to demonstrate a professional work ethic throughout your entire experience. While at work, you are a student and an employee at the same time. You are bound by the Kettering University Code of Student Conduct. If you are found in violation of any of these guidelines while at work, you will be subject to the same reviews and penalties as when you are on campus.

The Kettering University Code of Student Conduct may be found in the Kettering Connect Resource Library.

SAMPLE DOCUMENTS

John S. Smith

123 Main Street • Anywhere, MI 12345
Home: (989) 555-1234 • Cell: (989) 555-5678
smit0000@kettering.edu



OBJECTIVE

Seeking a co-op position in a challenging environment that will support my studies in mechanical engineering while offering me the opportunity to contribute to my co-op employer

EDUCATION

Kettering University, Flint, MI

July or October 2012

- Major: Mechanical Engineering
- Status: Incoming Freshman (**include the section you start classes**), A-section or B-section
- Available for co-op: Jul-Sep / Jan-Mar [for B-section student] or Oct-Dec / Apr-Jun [for A-section students]

Anywhere High School, Anywhere, MI

- College Prep / AP Course(s)
- Will graduate with honors, June 2012
- Overall GPA: 3.6

EXPERIENCE

Customer Service Representative **Local Supermarket**, Anywhere, MI 2009-Present

- Assist customers with purchases
- Complete sales transactions, including managing cash drawer
- Recognized with Outstanding Customer Service Award by in-store customer survey

Lawn Mowing Service Provider **Neighbors**, Anywhere, MI 2009-Present

- Mow lawns for seven neighbors with good feedback on service provided
- Increased customers over time through referrals from satisfied customers
- Maintain and repair lawn mowing equipment and manage customer payment

Pizza Chef **Local Pizzeria**, Anywhere, MI 2007-2008

- Served as lead pizza maker
- Prepared pizzas as ordered by customers
- Received orders from customers over the telephone
- Cleaned and vacuumed store

SKILLS

- Proficient with Microsoft Word, PowerPoint, and Excel
- Familiar with C and AutoCAD
- Four years of high school French

ACTIVITIES

- Student Council (Sophomore - Senior Year)
- Varsity Golf (Sophomore - Senior Year), Captain - Senior Year
- Varsity Cross Country (Freshman - Senior Year) Senior Year - All State Honorable Mention
- Marching Band (Freshman - Junior Year)
- Volunteer Tutor in Mathematics three hours per week at Middle School

HONORS AND AWARDS

- National Honor Society - Inducted Sophomore Year
- Selected to participate in Governor's Summer Institute at City, ST - Senior Year

REFERENCES - Available upon request

John S. Smith
555 Anystreet Drive • My Town, MI 48504
(810) 555-1234 • smit0000@kettering.edu



Objective

Obtain a co-op position related to the electrical engineering field, where my coursework in engineering will apply to real world situations

Education

- **Kettering University**, Flint, MI
 - *Electrical Engineering*, Incoming Freshman July 2012, A-section, available for co-op Oct-Dec and Apr-Jun
- **Lincoln High School**, My Town, MI
 - Will graduate June 2012 with honors
 - Cumulative GPA 3.72
 - AP Chemistry, Honors Physics

Skills

- Proficient in Autodesk Inventor CAD software, Microsoft Word, and Microsoft PowerPoint
- Proficient in programming using HTML and JavaScript
- Fluent in French
- Experience with Microsoft Office products including Excel and Publisher

Awards and Honors

- Trustee Merit Scholarship at Kettering University July, 2012
- Selected to participate in Kettering University Alternative Energy Course, Summer 2011
- Achieved perfect attendance Freshman and Sophomore years

Extra Curricular Activities

- Participated in FIRST Robotics, Sophomore, Junior and Senior years
 - Worked with robotics team on robot design, build, and maintenance
 - Specialized in component design and modeling using Autodesk Inventor CAD software
- Participated in Boy Scouts of America through Junior year
 - Achieved second highest Boy Scout rank of Life Scout as Sophomore

Community Service Activities

- Mission Project
 - Traveled to the Honduras to help the people there improve their quality of life. Specifically worked on pick axing a trench through rock and granite so that a retaining wall could be constructed to save a family's home
- Contributed to local community through various volunteer activities. Earned over 120 community service hours
- Volunteered for various Boy Scout service projects and community events including:
 - Construction of walking paths at Camp Snoopy in Anywhere, Michigan
 - Maintenance and repair of historic local cemetery in My Town, Michigan
 - Multi-year volunteer for Boy Scout Shooting Star event for handicapped scouts

NOTE: Additional Sample Resumes are available in the Kettering Connect Resource Library

John S. Smith
555 Anystreet Drive • My Town, MI 48504
(810) 555-1234 • smit0000@kettering.edu

Reminder - Include the same contact information as on your resume. It provides consistency.

REFERENCES

Name, Title
Company
Street Address
City, State Zip
(Area Code) Phone Number
E-mail Address

Name, Title
Company
Street Address
City, State Zip
(Area Code) Phone Number
E-mail Address

Tip: Include a label when listing a reference's phone number. For example:
Cell:
Home:
Business:

Name, Title
Company
Street Address
City, State Zip
(Area Code) Phone Number
E-mail Address

SAMPLE COVER LETTER

April 7, 2012

1234 Main Street
Town, MI 48504
(555) 123-4567
Jane.doe@gmail.com

Mr. John Smith
XYZ Company
987 North Street
Dayton, OH 45402

Dear Mr. Smith,

I am interested in applying for the industrial engineering co-op position listed in Kettering Connect on April 6, 2012. I will enroll as a freshman at Kettering University and will be pursuing a Bachelor's of Science in Industrial Engineering.

While in high school, I worked as a volunteer for my local community. The projects I worked on ranged from constructing new playgrounds to helping homebound elderly people. This allowed me to gain skills in customer service, teamwork, responsibility, leadership and problem-solving.

I am accustomed to working within teams on diverse projects, and also taking the initiative to work on projects by myself. I believe my skills will allow me to be a valuable team member of XYZ Company. Enclosed is my resume for further review.

I look forward to meeting with you in person to discuss my qualifications and this opportunity. Thank you for your time and consideration.

Sincerely,

Jane Doe

Jane Doe

Enclosure

SAMPLE THANK YOU LETTER TO FOLLOW INTERVIEW

August 15, 2011

Your Address
Your City, State Zip Code

Interviewer's Name
Interviewer's Title
Organization Name
Address
City, State Zip Code

Dear (Interviewer's Name):

Thank you for taking time to meet with me on (date of your interview). The information you shared during my interview at was extremely helpful, and I am excited about the possibility of applying my education and experience as a co-op student with (Organization Name).

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Name

SAMPLE LETTER OF EMPLOYMENT ACCEPTANCE

August 30, 2011

Your Address
Your City, State Zip Code

Name of Person Extending Offer
Title
Organization Name
Address
City, State Zip Code

Dear (Name):

Opening Paragraph: The opening paragraph should confirm your acceptance and re-affirm your interest in the position.

Body of Letter: In the body of the letter you should confirm the logistics including: the starting date and time; the rate of pay; and the person to whom you should report. You may also acknowledge the receipt of any employment forms and the method and date of returning the forms.

Closing Paragraph: The closing paragraph should express your appreciation for the opportunity.

Sincerely,

Your Signature

Your Name

CC: Kettering University Cooperative Education & Career Services Office

USING KETTERING CONNECT

WHAT IS KETTERING CONNECT?

Kettering Connect is a secure web-based co-op software system. You will use this database throughout your Kettering University education.

The system allows you to:

- Upload your Microsoft Word resume, cover letters, references
- View and apply for co-op job opportunities
- Track your resume referrals
- View and register for Co-op Program Events
- Complete Student Co-op Work Evaluations
- View Career Spots professional development videos

Kettering Connect login steps:

1. URL: <http://connect.kettering.edu>
2. Use your Kettering **LDAP username and password login** (Same as Blackboard, Banner Web, Webmail)
3. If you forgot your password, please contact Kettering Technical Support toll-free at (800) 955-4464 extension 8324 between the hours of 8:00 a.m. - 5:00 p.m. EST



Use Kettering LDAP login.

Incoming Students: Please use the username and password provided by Kettering Connect, please contact the University Help Desk at (800) 955-4464 extension 8324 if you have any questions.

Enrolled Students: Use your LDAP username and password to log into Kettering Connect, please contact the University Help Desk at (800) 955-4464, extension 8324 if you have any questions.

Alumni: Alumni may log into Kettering Connect by using your Kettering/GMI Alumni Email Connection user ID and password. You may create an account if you have not registered for this service. Please contact Melinda Triplett, Alumni Services at (888) 884-7741, extension 9517 if you have any questions.

Have questions? Contact your Co-op Manager toll-free at 1-800-955-4464 extension 9846 or local 810-762-9846 or by email at connect@kettering.edu.

If you have any questions regarding Kettering Connect, please don't hesitate to contact us at (810) 762-9846 or by email at connect@kettering.edu.

You should disable any popup blocker when using this site.

User Name:

Password: The Password field is required.

CO-OP STUDENT AGREEMENT

As you log into Kettering Connect you will first view the Co-op Student Agreement. Please read the agreement carefully and click Submit Profile. The Co-op Student Agreement is also available in the Kettering Connect Resource Library.

Profile Information **Submit Profile**

Submit

Log Out

Submit Profile

Co-op Student Login Agreement

Kettering University Student Obligations in the Cooperative Education Program

As Kettering University student participating in the cooperative education program, I agree to and understand the following:

1. I understand the goal of the Kettering University Co-op Program is to remain with one co-op employer throughout my education at Kettering University.
2. I will maintain a working relationship and will communicate regularly with my Cooperative Education Manager throughout my career as a Kettering University student.
3. I will check my e-mail accounts regularly and will promptly respond to all e-mails and phone calls from the University and

MY CONNECTIONS

In addition to job postings submitted by Kettering co-op employers, the Kettering Connect database will provide you access to outside job search engines such as Career Builder and Internships.com as well as links to Facebook and LinkedIn. Our recommendation for incoming students is to select NO THANKS at this time. This can be changed at a later time if you choose.

Who do you know on Facebook?

Use Facebook in a new way:

- See where your friends work
- Build a professional network
- Access great companies

If you see the company search to the right – congratulations, you are already connected! If not, click the red “Who?” button to get connected now.

Push the button.

Who?

With a referral you are 20x more likely to get hired.

Connect me | Learn More

CareerRookie.com connects students and recent graduates seeking part-time jobs and entry-level positions with the nation’s top employers. Users can also post resumes, get the latest news on companies and industries, sign up for automatic job alerts, view local career fairs and tap into advice on everything from writing resumes to on-the-job success – all from entry-level point of view.

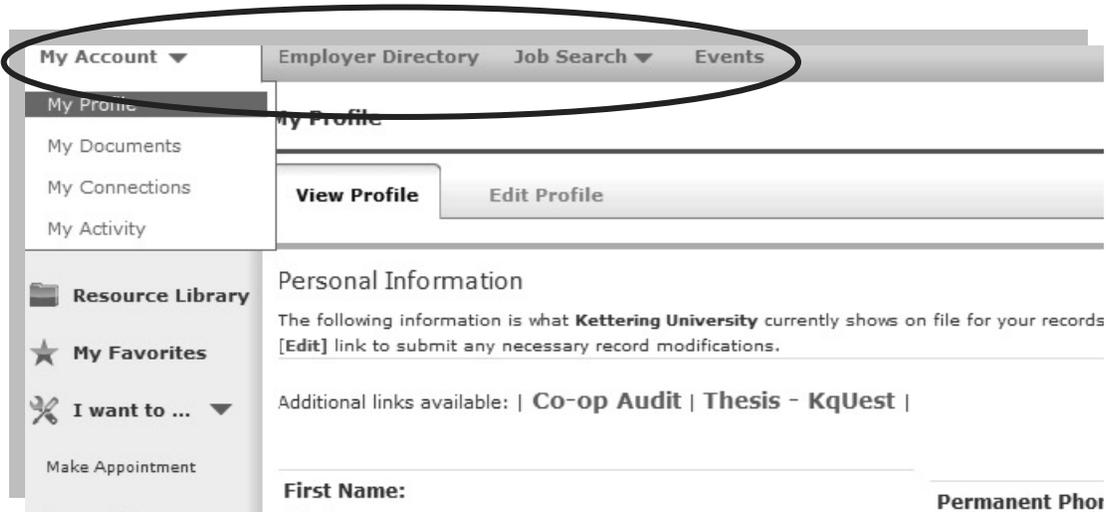
CareerRookie.com is a division of CareerBuilder - one of the largest and most powerful online job sites with more than 23 million unique visitors each month.

Done **No Thanks**

HOME PAGE

Once you have successfully logged into Kettering Connect you have the following menu options:

My Account, Employer Directory, Job Search, and Events plus the Resource Library



My Account – You may view your profile, upload and view documents, and view your activity.

Employer Directory – This directory provides you with general information about our employer partners who agree to have their information included in the directory. This is reference information only.

Job Search – Students who are eligible to search for co-op jobs will be able to view this menu item. As an incoming student you will have access to view job postings in early April.

Events – You can register to attend and can view all events for which you are eligible to participate.

Resource Library – You will find additional information here about using Kettering Connect, sample documents, information about Career Fairs, etc.

VERIFY YOUR STUDENT PROFILE

Personal Information

Please review your information for accuracy – your address, telephone number(s) and email address. Please verify your Major and Section assignment as well.

Demographic Information

Student Selected Concentration – If you have a concentration of interest please select. If you are unsure please choose Undeclared. Your official concentration is not selected until Sophomore 2/Junior 1 status.

There are some sections and fields in Kettering Connect which you **cannot** edit. If changes or corrections are necessary please contact the Co-op Office at: connect@kettering.edu or 1-800-955-4464 extension 9846.

The screenshot shows the 'My Profile' page in Kettering Connect. A large black callout box with white text and arrows points to the 'Edit Profile' button and the 'Student Selected Concentration' dropdown menu. The page is divided into several sections:

- My Account** (left sidebar): My Profile, My Documents, My Connections, My Activity.
- Resource Library** (left sidebar): My Favorites, I want to ... (Make Appointment, Report a Hire, Complete Surveys).
- Employer Directory** (top navigation): Job Search, Events.
- My Profile** (main content):
 - Personal Information**: Fields for First Name, Middle Name, Last Name, Permanent Phone 2 Type, and Campus Address Line 1. A callout points to the 'Edit Profile' button.
 - Demographic Information**: Fields for KU Current Class Standing (Incoming Freshman), Majors (Mechanical Engineering - BME), Graduation Month, Graduation Year, and KU Programs. A callout points to the 'Majors' field.
 - Career Services - Degree Seeking or Attained:** Fields for Majors (Mechanical Engineering - BME) and * Student Selected Concentration (Undeclared at this time). A callout points to the 'Student Selected Concentration' dropdown menu, which lists options: (Undeclared at this time), Accounting - ACCT, Accounting/Finance - ACFI, and Acoustics - ACST.

Skills and Additional Information

To make selections, click the desired option in the **Available** field and click the right arrow to move it to the **Selected** field. To remove selections, click the undesired option in the **Selections** field and click the left arrow to move it back to the **Available** field.

Once you have completed making changes, click **Save** at the bottom.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Skills

It is important to provide accurate information to employers.

To make selections, click the desired option in the Available field and click the right arrow to move it to the Selected field. To remove selections, click the undesired option in the Selections field and click the left arrow to move it back to the Available field.

Once you have completed making changes, click **Save** at the bottom.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Computer Skills:

Available	Selected
(not specified)	
Analysis - Computer System	
Assembler	
Assembly	

Language Skills:

Available	Selected
Afrikaans	
Albanian	
American Sign Lang	

Additional Skills:

Available	Selected
Accounting/Bookkeeping	
Analytical Problem Solving	
Arbitrating/Mediating/Resol	
Assessing Priorities/Time M	
Attending	

Save Cancel

Additional Information

Please enter any additional information. Once you have completed

Important Section: Allow Employer Viewing Determination
to view:

Select **'Yes'** if you want employers to be able to view your profile and resume.
Select **'No'** if you only want employers to view your profile and resume if you have applied for their job postings.

Geographic Restriction:

Geographic Preference:

Allow Employer Viewing:

Yes No

Other Information: ?

Additional Information / Geographic Preferences

Please enter any geographic restrictions and/or preferences.

Allow Employer Viewing

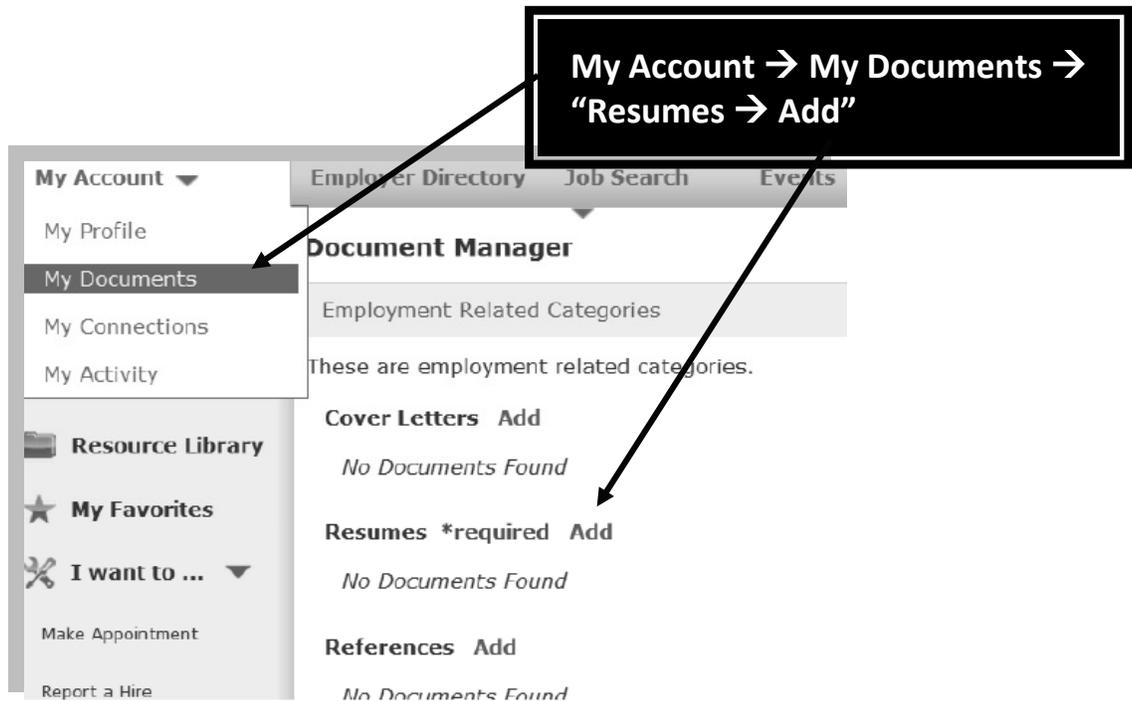
Some co-op employers will search Kettering Connect for co-op candidates to consider.

- Select **'Yes'** if you want employers to be able to view your profile and resume.
- Select **'No'** if you only want employers to view your profile and resume if you have applied for their job postings.

Once you have completed making changes, click **Save** at the bottom.

UPLOAD DOCUMENTS

Upload your resume in Kettering Connect. You may also upload other documents as necessary such as cover letters and references. When uploading a document it **must** be a Microsoft Word, Adobe Acrobat (.PDF), or RTF format. Other word processing software is not supported.



- **Add a Document:** Click **ADD** for the appropriate document. For your Resume, name your document Example “Student Name - General Resume” → Click **Browse** → Select your document → Click **Save**
- **View a document:** Click **View** link next to the document you want to view
- **Update a document:** Click **Update** next to the document you want to replace. Click **Browse** → Select your document → Click **Save** (*Make changes to your document and save before updating*)
- **Remove a document:** Click **Remove** next to the document you want to remove. Click **Yes** on the browser window box that appears

Tips:

- Recommended format for naming documents: Student Name - General Resume, Student Name - Cover Letter, etc.
- Each file must be less than 1mb (1024KB) in size.
- One document for each category can be selected when applying to a job.
- **Note:** *If only one document exists in a required category, it will automatically be the Default document. The Default document cannot be removed.*

USING JOB SEARCH

You must have a resume uploaded to Kettering Connect to view postings and apply for co-op opportunities. Incoming freshmen will have access to job postings in early April.

Important Kettering Connect Guidelines:

- Co-op jobs are generally posted for 7-10 days. The date the job will expire is listed in the title of the job.
- It is your responsibility to view these postings and request your resume be referred to employers of interest.
- View postings regularly – 2 or more times a week. Be patient. Do not be discouraged if there are no postings of interest each time you log in. The information will change regularly as new postings are received and others are closed.
- Jobs listed are in many geographic areas. If requesting your resume be referred to an employer in a different geographic area, be certain you are willing and able to relocate.
- Only request your resume be sent to employers in which there is a sincere interest.
- Review postings carefully. Critical information, such as section preferences (A or B), job requirements, housing information, and class levels are listed. Be sure your credentials match the description. Some employers request an "Apply Direct" process which means the employer wants you to apply through their website. The URL to their site will be listed.
- Remember, Kettering Connect is only one resource for your co-op employment search. You are encouraged to utilize additional resources such as personal networks, the Internet, and most importantly your Co-op Manager.

STUDENT JOB SEARCH

You can search for jobs by highlighting the **Job Search** menu and click **Job Search**. All co-op opportunities matching your academic qualifications will be listed. To view more information regarding a specific job, click the job title.

How to apply to a Job Posting:

- Review information provided on the posting. If interested, click the **Submit Resume** button → Choose term (summer or fall 2012) → Choose Resume → Click **Save**
- You will receive a confirmation message – **You have successfully submitted your resume**
- The date in job title indicates when the posting will close and resumes sent to the employer

The image shows a screenshot of a job search website. At the top, there are navigation tabs: "Employer Directory", "Job Search", and "Events". The "Job Search" tab is active, and a "Job Search" button is highlighted. A black box with white text "Job Search → Select Job → Submit Resume" has two arrows pointing to the "Job Search" button and a "Submit Resume" button on a job listing. Below the navigation, there is a search form with a "Keyword" field, a "Position Type" dropdown menu (showing "not specified", "Co-op Employment", and "Full-time"), and a "Search" button. Below the search form, there are several job listings from different employers: "Jobs (52)", "Internships.com (177,595)", "CareerRookie (17,189)", "CareerBuilder (308,503)", and "Juju (4)". A "Save Search" and "Email me New Jobs for this Search" link is also visible. Below the listings, there is a "Job Results" section showing "Viewing records 1 - 40 of 52 Prev | 1 2 | Next" and a "Sort By: Post Date" dropdown. A specific job listing is highlighted: "90120 / ***Co-op 02/05/12 A & B -section ME/IE Michigan Automotive Compressor, Parma MI". Below this listing, there is a "Position Information" section with a "Submit Resume" button. A black box with white text "90163 / ***Co-op 02/06/12* A and B section (APPLY THROUGH KC & AS DIRECTED) MSP, American Axle Oxford MI" is also visible, with a "Submit Resume" button next to it.

Kettering Connect vs. Apply Direct Applications:

Kettering Connect: If a job is posted on Kettering Connect and you meet all of the job requirements, the **Submit Resume** button is available. Your resume will be referred when the posting closes.

Apply Direct Application: Some employers require you to apply directly through their career websites. If the **Submit Resume** button is not available and you meet the qualifications check the posting for the On-line Application Instructions. Please follow directions as provided.

ADVANCED JOB SEARCH

You may narrow your co-op search by selecting additional criteria such as location/state, major, section or concentration.

The screenshot shows the top navigation bar with 'Job Search' and 'Events' tabs. Below the navigation bar, there is a 'Job Search' button. A black box with white text 'Job Search → Advanced Search' has an arrow pointing to the 'Advanced Search' button in the search criteria section. The search criteria section includes a 'Position Type' dropdown menu with options: '(not specified)', 'Co-op Employment', and 'Full-time'. There is also a 'Search' button with a magnifying glass icon and the text 'Advanced Search' next to it.

Select criteria, ex: Major, Job Location, etc...Save Search or Email to you

The 'Add/Remove' window is titled 'Add/Remove' and contains instructions: 'Use the tree below to add or remove major selections. Expand the categories below using the + then check the box next to each major you wish to select. Any majors you previously selected will be checked. Uncheck the box if you wish to remove the major.' Below the instructions is a tree view of major categories. The 'Selected' column shows 'Electrical Engineering - EE' and 'Mechanical Engineering - BME' are selected. The 'Add/Remove' window also includes a 'Close Window' button at the bottom.

- KU - Undergraduate Degrees
 - + Applied Science
 - + Business
 - < Electrical Engineering - EE
 - < Mechanical Engineering - BME
 - Engineering
 - > Chemical Engineering - CHME
 - > Computer Engineering - BCE
 - > Electrical Engineering - BEE
 - > Engineering Physics - BEP
 - > Industrial Admin - BIA
 - > Industrial Engineering - BIE
 - > Manufacturing Engineering - BMF
 - > Manufacturing Systems Engr - BMN
 - > Non-degree Student - NDG
 - > Undecided - UND
 - Other Degree Programs
 - > Accounting
 - > Actuarial Science
 - > Adult and Continuing Education

The screenshot shows the 'Job Search' criteria form. It includes fields for 'Keyword', 'Position Type' (dropdown), 'Job ID', 'Degrees' (dropdown), 'Last Name', 'Job Category' (dropdown), 'Expiration Date', 'Majors' (dropdown), 'Organization Name', and 'Job Location (City, State)'. The 'Majors' dropdown is circled in black, showing 'Electrical Engineering - BEE' and 'Mechanical Engineering - BME' as selected options. There is also a 'Search' button and a 'Basic Search' link.

Save Search:

Based on your selected criteria you may save your search for future use. Click **Save Search** → Name your Search → Click **Save**. This Saved Search may be found in My Account → My Activity.

Job Agents:

You can receive job results from your Saved Search by email when new positions are posted matching your search criteria. Click **Email me New Jobs** for this Search → Name your Job Agent → Click **Save**.



REFERRALS

Your Resume Referral activity is located through My Accounts → My Activity. You will find a listing of where your resume has been referred through postings and direct referrals made by the Co-op Staff to employers.

Kettering University

[Cooperative Education and Career Services](#)

1700 University Avenue • Flint, MI 48504-6214 • Phone: (810) 762-9846 • FAX: (810) 762-9837

Students call toll-free in USA and Canada at 1-800-955-4464, extension 7865

URL: <http://www.kettering.edu/Co-op> • E-mail: connect@kettering.edu

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