

Co-op Orientation Information Sheet

(For students who missed the workshop)

Now that you have signed up for co-op, you must:

1. Attend your co-op interview. You will receive an appointment slip in your first period class in mid-April. You must have an idea of a possible placement. If you have a contact, bring their name and number.
2. If you are scheduled for co-op in first semester, you will be contacted sometime before the end of the school year and we will arrange a placement interview. If you are scheduled in second semester, you will not hear from us until after Halloween next year (with some exceptions). At that time, we will arrange a placement interview.
3. You must prepare a **Cover Letter** and **Resume** to take to the interview. You will be given an Interview Form/Employer Evaluation to take with you. You must return this form to the co-op office after the interview.
4. Let a co-op teacher know ASAP if you are interested in one of the following placements: **Firefighting, Policing, Big Brothers, Hospital, Military**. These placements are very competitive and all interviews will take place soon, whether you are scheduled in first or second semester.
5. If you decide to drop co-op see your guidance counsellor and inform a co-op teacher of the drop ASAP.

Your Future Starts Here. Good Luck!