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## Co-op/Internship Recruitment Tips

Just as you are seeking the best candidate for the job, [Dalhousie co-op/internship students](#) are seeking the best opportunity to utilize their skills and talents and may evaluate positions based on their knowledge of your brand, how the role and organizational culture align with their career goals, and even the job location, work arrangements and accommodation considerations.

To attract the best or highest number of applicants:

- Ensure your **job title is role-specific** and your **job description is clear and complete**, outlining:
  - *information about and the benefits of working for your organization*
  - *key job responsibilities*
  - *skills/qualifications required and to be gained*
  - *student training and work arrangements - whether 100% onsite, 100% remote, or hybrid*
  - *accommodation options or support (if applicable)*
  - *if applicable, all eligibility criteria or conditions for hire*
- Consider adding in a former work term student's **written or video testimonial** on the value of their experience while working for you
- Post your opportunity for **at least one week** (but no more than two, so applications are not delayed)
- Have your posting deadline on a **Sunday at 11:59 pm Atlantic time**, to allow students the weekend to prepare and submit their applications. If posting late in the recruitment cycle, application deadlines may be shortened.
- **NOTE:** If receiving applications through:
  - **myCareer portal:** *Access to candidate submissions will be available only once the job application deadline expires; the system will show as zero applicants until that time.*
  - **Your own website:** *Provide the job-specific application link, and please alert our job posting team at [mcs@dal.ca](mailto:mcs@dal.ca) if that link is expired early or extended beyond the original deadline*
- Coordinate your interviews and offers through the [myCareer portal](#) and our **Hire Business** team. Available at [hirebusiness@dal.ca](mailto:hirebusiness@dal.ca), this team can streamline your interview and offer process, and help you to access the most up-to-date information on candidate availability.
  - *Access our [myCareer User Guide for Employers](#) for more information*
  - *If coordinating your own interviews and offers, please **copy our Hire Business email** on all communications with Dal business students, so we can track your recruitment status.*

### Questions or further support needed?

Postings: [mcs@dal.ca](mailto:mcs@dal.ca) | Interviews & Offers: [hirebusiness@dal.ca](mailto:hirebusiness@dal.ca)

Endorsement from MCS for Nova Scotia [Co-operative Education Incentive](#) positions: [ceibus@dal.ca](mailto:ceibus@dal.ca)