

# Wentworth

## Co-ops & Careers

### How To Be Successful on Co-op

Follow these tips to be successful while on co-op. Your goals while on co-op should be to sharpen your skills, define your career goals, and build professional connections. If you are ever unsure of how to handle a situation at work, reach out to your Co-op & Career Advisor for support.

#### Your Co-op is an Extended Interview

- Employers are interested in your work ethic, time management, and ability to ask questions when needed. If you do well, they may consider hiring you back for another co-op or a full-time job.
- Assess the company while working there. Is the culture 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.

#### Beginning of Your Co-op

- Show up on time, if not early! This is expected and shows commitment to the position.
- Dress [business casual](#) for the first week or so. Over time you can dress for the environment – take cues from other co-workers about what is appropriate.
- Take notes: use a notebook instead of your phone.
- Ask your supervisor how best to communicate with them: Will you have weekly meetings? Should you email/message them with daily questions? What should you do if you are sick?
- Do you need workplace accommodations? Speak to your company's Human Resources department or ask your Co-op & Career Advisor for support.

#### During Your Co-op

- **BE ON TIME.** Stay until the end of your shift. If something comes up, communicate in advance.
- Take initiative. If your work is finished, ask if you can help others or request more work from your supervisor.
- Be honest and upfront if you make a mistake. Don't be afraid to ask for help.
- Proofread all communication to members of the company before sending. Be aware of CC (carbon copy) and BCC (blind carbon copy) functions on email.
- No sleeping at work! Stay off your phone. Don't watch videos on your phone or computer.

#### 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.
- Remind your supervisor to review your performance and complete the WITworks supervisor evaluation.
- **To pass co-op, you must have a completed self-evaluation and supervisor evaluation in WITworks.**

**Socializing with Colleagues:** What should you do if 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.
- Are you 21 or older?
  - Avoid or minimize alcohol consumption at work related events. Focus on presenting yourself well.
  - If everyone orders water or soda, it is not appropriate to order alcohol.