

Step-by-Step

A CO-OP USER GUIDE FOR RECRUITMENT THROUGH PLACEMENT

- ✔ Carry out a recruitment campaign.
- ✔ Collect applications for enrollment and start an Action Checklist form.
- ✔ Develop the student profile:
 - a. Interview each applicant.
 - b. Collect student's school record.
 - c. Assemble teacher recommendations.
 - d. Make home visit (required by some programs).
- ✔ Decide about student's acceptance or rejection.
- ✔ Send the student a letter of acceptance or rejection.
- ✔ Identify appropriate job title(s) for placement.
- ✔ Re-evaluate the student profile.
- ✔ Select approved training site with appropriate job opening.
- ✔ Set up job interviews for each student.
- ✔ Prepare an introduction card for student's use at an interview.
- ✔ Talk to student after job interview.
- ✔ Secure results on employer's half of the introduction card in a personal visit.
- ✔ Work with student and employer to develop the various components of the Work-Based Learning Plan/Agreement.
- ✔ Check for completion of all legal forms before the student starts the job.
- ✔ Prepare a student file for job supervisor and student.
- ✔ File a formal detailed Work-Based Learning Plan/Agreement with the training sponsor/job supervisor, student and teacher/coordinator.
- ✔ Plan related instruction activities.
- ✔ Plan and schedule the first month's visits.



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