

myCo-Op Portal:

Employer's Guide

Issue Date



A Guide for New Co-Op Partner

by Co-Op Education Centre & Job Placement Centre



IN THIS GUIDELINE



Registration

Registration for new Co-Op Partner.

Job Posting

To update the latest vacancies of esteemed company.

Hiring Process

To screen & update the status of the applicants.

Student Evaluation Process

To provide feedback on UCSI Co-Operative Education Programme and evaluation towards student's performance.

Registration

STEPS

- 1) Go to www.ucsiuniversity.edu.my/mycoop
- 2) Click **Register**
- 3) Fill in your company's details and click **Submit**
- 4) Co-Op Education Centre will approve your registration within 3 working days and you will be notified via email once it has been approved

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UCSI University Co-Operative Education Management

Welcome to **myCo-Op**

The Co-Operative Education Programme at UCSI University formally integrates classroom learning with workplace training in co-operative employer organisations. As part of their degree requirements, students enrolled in UCSI University programmes are required to complete a co-operative module comprising two months work experience for each year of their degree programme, beginning in Year One right through to the Final Year. Each co-operative module is worth three credits and students are graded based on a written assignment and employers evaluation upon completion of each co-operative module.

Co-Op Industrial Partners

Job Listing

Company	Job Title	Position Levels/Nature	Date Posted
SOAS consulting and managemen...	Telemarketer / Te...	Entry, Exp. (Perm)	15-Jun-15
Agensi Pekerjaan Randstad Sdn Bhd	Finance Assistant	Entry, Exp. (Perm)	22-Jun-15
Agensi Pekerjaan Randstad Sdn Bhd	Admin Assistant/ ...	Entry, Exp. (Perm)	22-Jun-15

Showing records 1 to 3 of 643

job feed by **JobsCentral**

News

For first time login / Forgotten password

For Student:

- 1) Use your student ID number as User ID
- 2) Leave the password blank and click 'Forgot Password'
- 3) Key in your date of birth and year of birth. Click 'Create Account/Reset Password'
- 4) Password will be sent to your UCSI University student email
- 5) You may login and change your password through the 'My Account' option

For Employer:

- 1) Use your company registration number as User ID
- 2) Leave the password blank and click 'Forgot Password'
- 3) Key in your postal code. Click 'Create Account'
- 4) Password will be sent to your email
- 5) You may login and change your password through the 'My Account' option

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UCSI University Co-Operative Education Management

Company Information
(Note: * Compulsory)

Company Name * :

Office Type (For Malaysia only) : Not Set

Company Registration No * :

Phone * :

Fax * :

Web Site :

Company Size * : Not Set

Company Type * : Government

Company's Industry * : Accounting and Finance

Description :

Company Address

Address 1 * :

Attachment

Please attach relevant document(s) below :

Comp. Registration Card * No file chosen

Attachment 2 No file chosen

Attachment 3 No file chosen

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UCSI University Co-Operative Education Management

Registration is Submitted

Thank you for your registration. We will review it and you will received an email confirmation once your registration is approved.

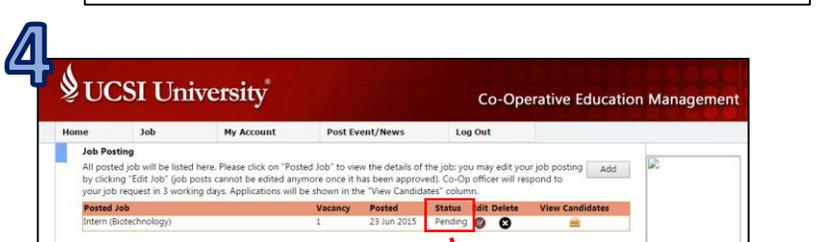
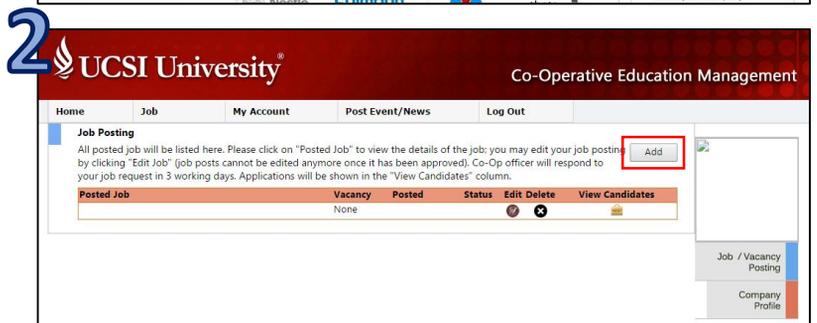
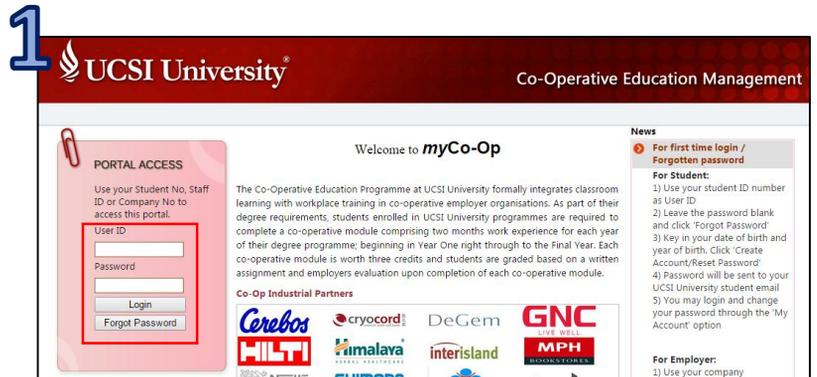
THANK YOU!

Job Posting

STEPS

- 1) Once your registration has been approved, log in from www.ucsiuniversity.edu.my/mycoop
- 2) Click **Add**
- 3) Fill in the job details and click **Save**
- 4) Co-Op Education Centre will approve your job posting within 3 working days and you will be notified via email once it has been approved

* Students will be able to see the job posting once they log in into their myCo-Op account

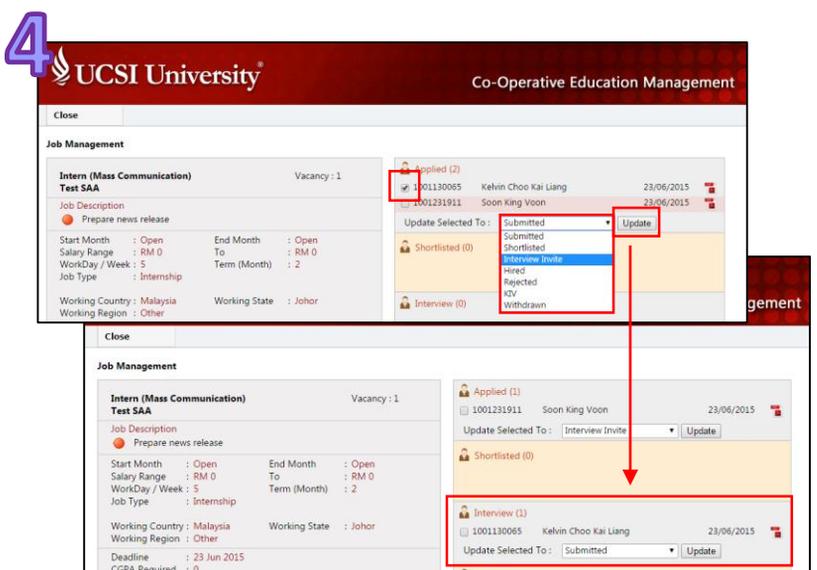
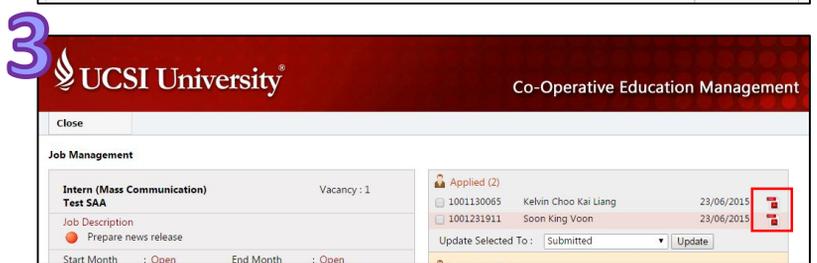
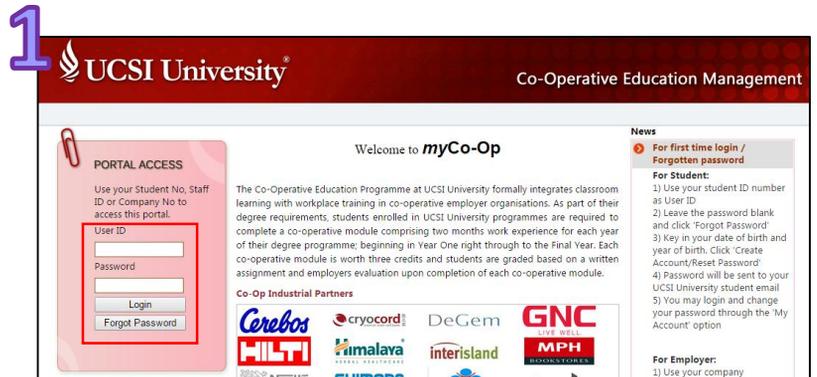


Hiring Process

STEPS

- 1) Log in from www.ucsiuniversity.edu.my/mycoop
- 2) Go to **View Candidates**
- 3) View the students' résumé
- 4) After reviewing the students' résumé, select a student from the check box and select a status (e.g.: Interview Invite, Hired, etc.) from the drop down menu then click Update

* The student will be notified of this status update via email



Student Evaluation Process

STEPS

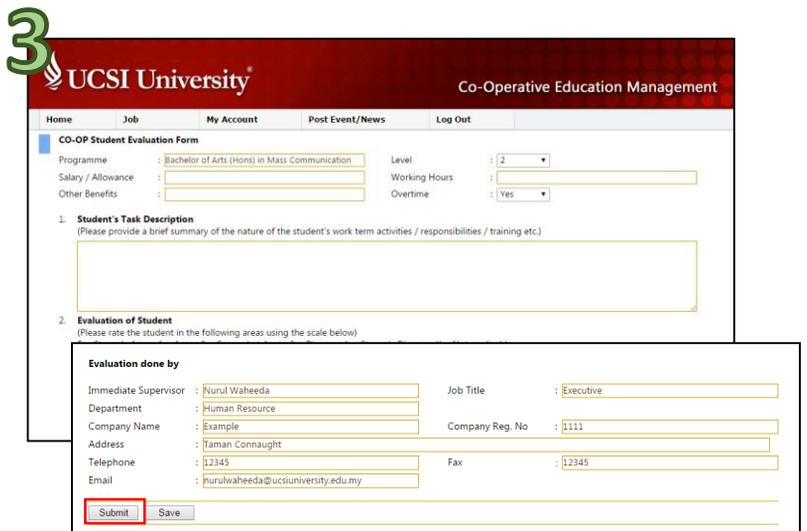
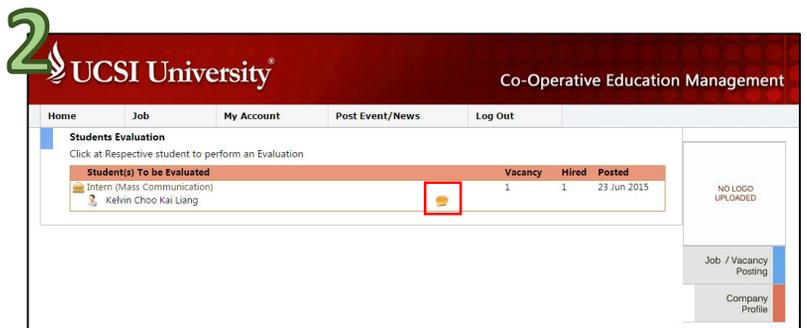
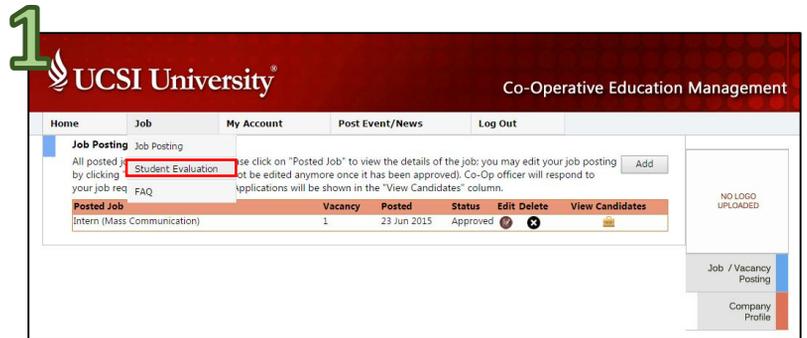
1) Once a student's status has been updated as 'Hired', go to **Job** → **Student Evaluation**

** Student Evaluation is to be filled up at the end of internship period*

2) Click the dialog box icon

3) Fill in the details and click **Submit** (Please submit only ONE (1) form for ONE (1) student)

4) Submission done



Co-Operative Education Programme



Take A Step Further! Go Beyond!



For further enquiries, please contact myCo-Op@ucsiuniversity.edu.my