

Position Description Form

As students are recruited, or are rotated into varying Co-op work assignments, it is important that a clear definition of the learning objectives for the work assignment be established. By completing this form, the Co-op Coordinator will have the information needed to identify the best match of skill sets. This form will also provide the Co-op Faculty Advisor with specific job related information that is often requested. Be as descriptive as possible when defining the work assignment, however if possible avoid using terminology which is company-specific.

Company Name: _____

Address: _____

City/State/Zip: _____

Company URL: _____

Contact Person: _____ E-mail: _____

Phone: (_____) _____ FAX: (_____) _____

Co-op Supervisor (if different from above): _____

Co-op Position Job Title: _____ Salary: _____

Position Description/Duties: _____

Work Hours: Full time: _____ Part-time: _____

Length of assignment: _____

Skills Required: _____

List three main learning objectives: (All learning objectives should be specific and measurable.)

1. _____

2. _____

3. _____

Details about your recruiting/hiring process (Check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Initial Phone Screen | <input type="checkbox"/> Site Interview | <input type="checkbox"/> Second Interview |
| <input type="checkbox"/> Drug Test | <input type="checkbox"/> Psychological Test | <input type="checkbox"/> Skill Test |
| <input type="checkbox"/> Other Test-describe | | |

7700 Clocktower Dr. Kirtland, OH 44094 440-525-7272

For office use:
Date entered ____/____/____ Card _____ Date deleted ____/____/____