

Hiring Steps

Hiring a Carleton University co-op student is an easy 5-step process from planning to hire.

1 Plan Your Opportunity

Identify and consider potential co-op roles in your organization early, as the co-op recruitment cycle begins four months before each work term. Each of our 3 co-op recruitment cycles begin with key dates and continue with flexible application deadlines.

2 Register and Post

Prepare a job description and submit your job posting easily online. All jobs are posted on CUHire, so you will need to create an employer account.

Connect on CUHire:
<https://cuhire.carleton.ca>

3 Review

Students apply to your job (via CUHire and/or company website), and an application bundle is sent to your email inbox after the application deadline has passed. Applications are also accessible via your CUHire account.

4 Interviews

Select your interview candidates, and the Co-op Office will coordinate and confirm interview arrangements on your behalf. Interviews can take place in our interview space on campus, by telephone or Skype, or at your location.

5 Hire

The Co-op Office will extend offers to your selected student(s) on your behalf. No rank and match! Our flexible approach allows for continuous hiring, where students are interviewed and hired on a first-come, first-served basis.

Get more information from our website:
<http://carleton.ca/employers/hire>



Arts and Social Sciences

- Anthropology
- Cognitive Science
- English
- Environmental Studies
- French
- Geography
- Geomatics
- History
- Physical Geography
- Psychology
- Sociology

Invest in your future.

Carleton University's Faculty of Arts and Social Sciences is home to world-class innovative and rigorous faculty research. Our programs provide students with a collaborative learning environment which promotes inspired thought, creative ingenuity, and academic excellence.

Hiring a Carleton co-op student creates a positive business-education partnership as well as an investment in your future. As your organization looks to grow, adapt and innovate, consider the skills, perspective and energy that Carleton co-op students bring — the potential to help your business thrive.



**Co-operative
Education**
CARLETON UNIVERSITY

Student Availability

All co-op students are available for a minimum of 4 months each term. In some cases, students are available for extended periods of up to 12 or 16 months of employment.

To see specific availability by program, visit our website at <https://carleton.ca/employers/co-op-student-availability>

Degree Programs	FALL	WINTER	SUMMER
Anthropology; Geography; Physical Geography; Environmental Studies; Geomatics; Psychology; Sociology	4–12 mos.	4–8 mos.	4–16 mos.
English	4–8 mos.	4–8 mos.	4 mos.
French	4 mos.	4–8 mos.	4–8 mos.
History	4 mos.	4–8 mos.	4 mos.
Cognitive Science	–	4–8 mos.	4 mos.



Sprott School of Business

- Accounting
- Entrepreneurship
- Finance
- General
- Information Systems
- International Business
- Management
- Marketing
- Supply Chain Management

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Carleton University's Sprott School of Business is a full-service business school. We explore complex management issues through our innovative programs, interdisciplinary research and collaborative partnerships.

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Degree Programs	FALL	WINTER	SUMMER
Accounting; Finance; General; International Business; Marketing; Supply Chain	–	4–8 mos.	4 mos.
Entrepreneurship	4–12 mos.	4–8 mos.	4–16 mos.
Information Systems; Management	4 mos.	4–8 mos.	4–8 mos.



Engineering

- Aerospace Engineering
- Architectural Conservation and Sustainability Engineering
- Architecture
- Biomedical and Electrical Engineering
- Biomedical and Mechanical Engineering
- Civil Engineering
- Communications Engineering
- Computer Systems Engineering
- Electrical Engineering
- Engineering Physics
- Environmental Engineering
- Industrial Design
- Information Technology
- Mechanical Engineering
- Software Engineering
- Sustainable and Renewable Energy Engineering

Invest in your future.

Carleton University's Faculty of Engineering and Design is one of the nation's leading institutions in the study and research of engineering, architecture, industrial design, and information technology. Our comprehensive platform of programs prepares graduates for rewarding careers in the real world, by equipping them with the knowledge and skills that are highly desirable in today's fast-paced, technology-driven society.

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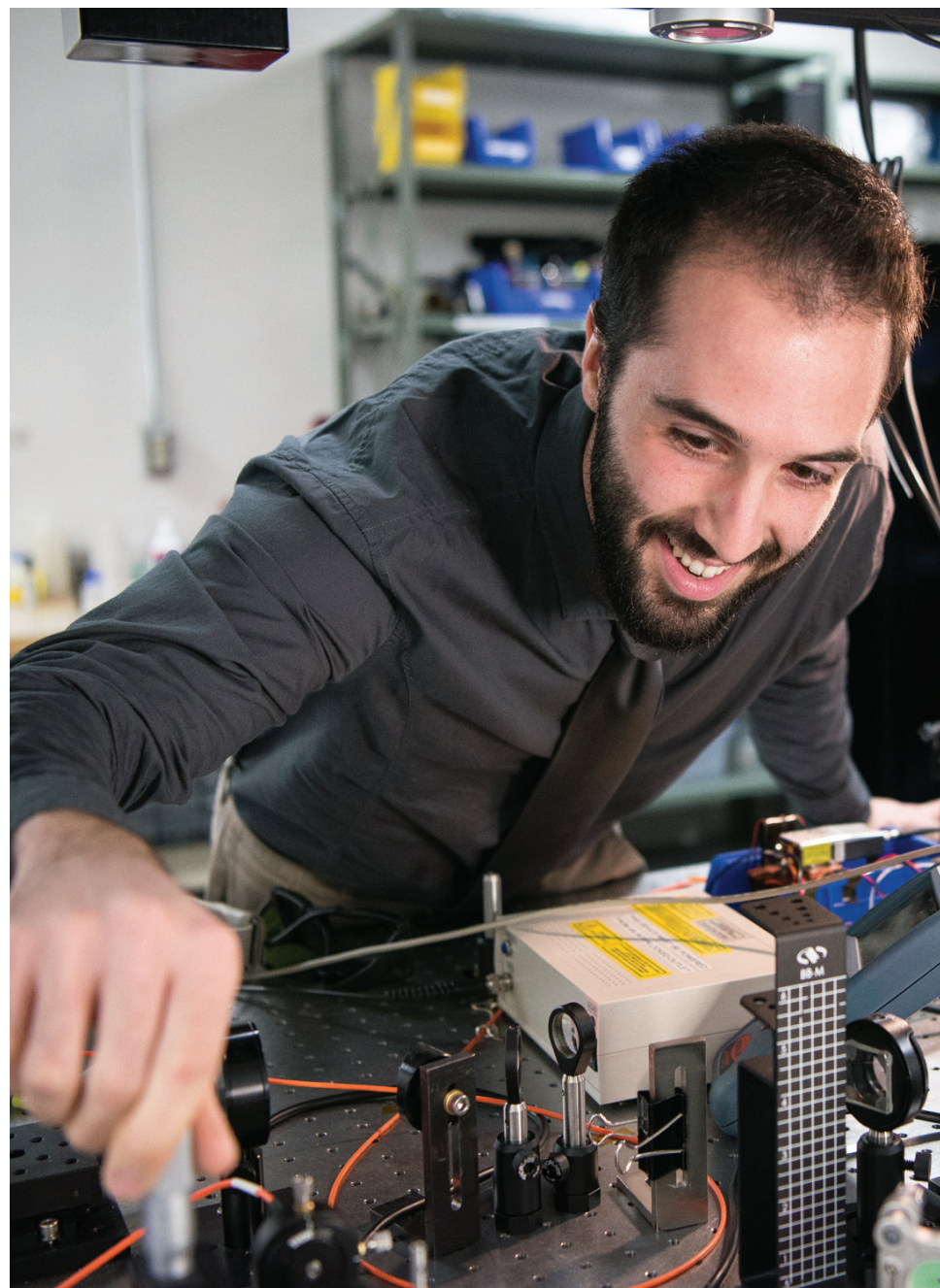
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Degree Programs	FALL	WINTER	SUMMER
Aerospace; Architectural Conservation and Sustainability; Architectural Studies; Biomedical and Mechanical; Civil; Communications; Environmental; Industrial Design; Mechanical; Sustainable and Renewable Energy	4–12 mos.	4–8 mos.	4–16 mos.
Electrical; Engineering Physics	4–12 mos.	4–8 mos.	4–8 mos.
Biomedical and Electrical; Computer Systems; Software; Information Technology (BIT)	4 mos.	4–12 mos.	4–8 mos.



Public Affairs

- Communication and Media Studies
- Economics
- European and Russian Studies
- Law (Business Law; Law, Policy and Government)
- Political Science
- Public Affairs and Policy Management

Invest in your future.

Carleton University's Faculty of Public Affairs brings together diverse academic units that prepare graduates to address regional and global challenges with the aim of fostering informed citizenship and building better societies.

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Degree Programs	FALL	WINTER	SUMMER
Communication and Media Studies	4–8 mos.	4 mos.	4–12 mos.
Economics; European and Russian Studies	4 mos.	4–8 mos.	4 mos.
Law (Business Law; Law, Policy and Government)	–	4–8 mos.	4 mos.
Political Science; Public Affairs and Policy Management	4–8 mos.	4 mos.	4–12 mos.



Science

- Biology
- Biochemistry
- Bioinformatics
- Biotechnology
- Chemistry
- Computer Science
- Earth Sciences
- Environmental Science
- Food Science and Nutrition
- Geomatics
- Mathematics and Statistics
- Neuroscience
- Neuroscience and Mental Health
- Physical Geography
- Physics

Invest in your future.

Carleton University's Faculty of Science is a research-intensive, integral part of the university with a mission to create, disseminate and apply scientific knowledge. We innovate and excel in teaching and research, so as to advance the goals of the University and the development of society.

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Degree Programs	FALL	WINTER	SUMMER
Biochemistry; Bioinformatics; Biology; Biotechnology; Chemistry; Earth Sciences; Environmental Science; Food Science and Nutrition; Geomatics; Mathematics; Neuroscience; Neuroscience and Mental Health; Physical Geography; Physics	4–12 mos.	4–8 mos.	4–16 mos.
Computer Science	4 mos.	4–8 mos.	4–8 mos.



Graduate Programs

- Master of Arts, European, Russian and Eurasian Studies
- Master of Arts, International Affairs
- Master of Arts, Political Science
- Master of Arts, Sociology (Quantitative Methodologies)
- Master of Arts, Sustainable Energy Policy
- Master of Computer Science
- Master of Public Policy and Administration
- Master of Infrastructure Protection and International Security
- Master of Engineering, Infrastructure Protection and International Security

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Degree Programs	FALL	WINTER	SUMMER
Computer Science; European, Russian and Eurasian Studies; International Affairs; Political Science; Public Policy and Administration; Sustainable Energy Policy; Sociology (Quantitative Methodologies); Infrastructure Protection and International Security	4–8 mos.	4–8 mos.	4–8 mos.



Recruitment Events

Raise your on-campus profile.

Carleton University offers a variety of recruitment opportunities for employers to connect face-to-face with students and alumni.

These events are exceptional opportunities for your organization to engage with students and promote upcoming employment opportunities. Network with talented students, new grads and co-op students at a variety of events.

Explore our recruitment events:

<https://carleton.ca/employers/engage-students/recruitment-events/>



