

Congratulations again on your offer! Please follow the steps below to create your work term record in MyCareer:

How to Create your Work Term Record in MyCareer:

Once the record is created, a member of our office will contact whomever you indicate in the “Supervisor” field to confirm the details of the job, and address any questions.

Go to “Work-Integrated Learning & Co-operative Education” in the left menu:

- Scroll down to see **Work Term**
- Click on the circle labelled “Add Work Term Record”

Create your record:

1. Input the details of your job, including:

- Start/End Date
- Rate of Pay
- Supervisor Name (*this should be whomever is best to talk to regarding the job – not necessarily who will be your supervisor*)
- Supervisor Contact
- Job Description

This information is helpful for the job approval process. If you don’t have the exact details, just put in approximates – you can update the record at any time.

2. Send a copy of your letter of offer and/or job description to coopjobs@dal.ca.

If we require any more information, we will contact you, so monitor your Dal email until the process is complete.

Please note any job found on your own is subject to the same rules as for jobs posted in MyCareer, including

- the expectation that you communicate with clarity, professionalism and respect to employers/related staff
- the commitment to this job as your internship – you may not accept any other offers after responding “yes” to an offer. This applies to verbal and written offers.