Formulation Scientist Coop
LuK USA
Job Description

The cooperative education (co-op) program is for full-time continuing education students, who have the desire to learn through work assignments. These assignments will benefit both the student and LuK. The co-op program allows students to connect classroom learning and lab research with the world of work by expanding learning experiences through employment which relates to their major field of study or career focus. Participants should be responsible, able to work independently, and open to instruction. S/he will be given developmental opportunities through tasks such as projects, job-rotation, hands-on training, and exposure to LuK’s manufacturing process. The co-op knows and understands the current specifications of the Quality Policy and Procedures and contributes to the achievement of the quality objectives.

RESPONSIBILITIES:
The candidate will work in a team environment with the scientists, manufacturing, development and test engineers to ensure formulation technology is developed to meet business objectives and customer specifications. S/he will investigate applicability of new and replacement raw materials in order to enhance performance and minimize cost and will be available to write Technical Papers and give Technical Presentations as required at industry functions. This person is expected to work in a laboratory following safety protocols. S/he is expected to work on multiple projects, provide regular technical reports, both written and oral, keep abreast of technical developments and IP in the friction material arena, comply with all safety regulations and environmental standards.

CRITICAL SKILLS:
Interpersonal: Communication, flexible, assertive
Organizational: Administrative support functions

EDUCATION:
Bachelors/Masters of Science/Engineering or equivalent and must be enrolled in a continuing education (preferably PhD) program. Preferred majors are Paper and Fiber Science/Engineering, Chemistry, Materials Science or Chemical Engineering.

PHYSICAL REQUIREMENTS:
S/he must have the ability to sit at a workstation for extended periods, and lift and move thirty pounds.

_______________________________________________________________
TRAINING USE ONLY
Verification of Qualification

Leader’s signature indicates the person is competent, and is qualified for above job description.
Employee Name:________________________ Date of Qualification: ______________________
Employee Signature:___________________ Leader Signature:__________________________
Interview Evaluation  
(OPTIONAL)

Candidate Name:  
Position: Cooperative Education Student

Interview Date:  
Interviewer/Time:  

Hiring Requirements

Rate the person from 1 to 10, with 10 being the highest. Multiply that number with the priority ranking to get final score.

Use this scale below as a tool to assist you in the hiring process.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>PRIORITY X</th>
<th>RATING =</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication.</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience.</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree.</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data entry proficiency.</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization.</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total =

Would you recommend this candidate for this position?  
☐ Yes  ☐ No

Please explain your decision:

Would you recommend this candidate for another position at LuK?  
☐ Yes  ☐ No

If yes, which position?

Additional Comments:

This evaluation has been reviewed with employee and Manager/Supervisor listed below.

Manager/ Supervisor Signature:  
Employee Signature:  Date  

Doc.# HR137  
Version 2.0