**Business Analysis Graduate Certificate Program
Field Placement Information for Employers
2024**

**Key Process Resource:** <https://www.mohawkcollege.ca/current-students/business-students/business-analysis-student-placement-partnership>

| **Date** | **Action** |
| --- | --- |
| Jan 16 | Employer Participation Forms due  |
| Jan 22 | Placements posted for students to review |
| Feb 1 | Deadline for students to submit resume and selection of 3 employers |
| Feb 7- Ongoing | Placement assistant downloads and sorts students’ employer selections and begins sending resumes to employers |
| Feb 12- ongoing | Students contacted for interviewsEmployers contact students directly via telephone or email to arrange interviews. Mohawk College requires that interviews are scheduled around students’ timetables. Students are not permitted to miss class to attend an interview. |
| Feb 12- Mar 12 | Interviews conducted with employer’s at their location or by phone or online platform |
| Mar 12 | Last day employers can release offers to students **Employers offer field placement positions directly to students any time between February 12– March 12, 2024**. This allows employers to secure students sooner and more accurately reflects the real-world experience of applying for and securing a job. Students have 24 hours to respond to an offer.Please contact the placement assistant once an offer is confirmed |
| March 20 | Second round begins if necessary  |
| Apr 29 | Student completes Safety Checklist with employer via online platform |
| Apr 29-Jun 14 | Field placement. – Students report to their field placement during this time period, reporting at the employers hours FT. |
| June 14 | Evaluation of student due (link will be sent to the employer) |

\*Please note: Students are to complete one placement only