

Human Resources Management Graduate Certificate Program Field Placement Information for Students 2020/2021

January 21: Placements posted on MyCanvas

January 28, 12 noon: Deadline for students to submit resume and selection of 10 employers using Employer Selection Form

- Upload 2-page maximum resume in MS Word or PDF format to Employer Selection Form
- Use Mohawk College email address on your resume
- Save resume as last name, first initial and resume (example: SmithJ_Resume.docx)
- Cover letters will not be part of the process

Starting February 3: Placement assistant downloads and sorts students' employer selections and begins sending resumes to employers

Until March 5: Students contacted for interviews

- Check your voicemail and Mohawk College email frequently - employers contact students directly via telephone or email to arrange interviews
- Interviews must be scheduled around class timetables - students are not permitted to miss class to attend an interview
- All interviews are conducted at the employer's location
- Once you have confirmed an interview, send an email to hrprogram@mohawkcollege.ca

March 5: Employers release offers to students by this date

- Employers offer placement positions directly to students
- Students have 24 hours to respond to an offer
- Once you have confirmed an offer, send an email to hrprogram@mohawkcollege.ca

March 15: Second round begins if necessary

April 26 - June 11: Field placement. The HRM Coordinator will visit and conduct interviews with some of the employers and students.

June 11: Evaluation of placement employer due

*Please note: Students are to complete one placement only