

Human Resources Management  
Student-Sourced Placement Process  
2020/2021

Student contacts placement assistant to confirm if they can contact the company (please check Previous Employers List first; if they are on the list, the answer is no)

No; company already in HRM database

Yes

Please note: students **MUST** receive approval **BEFORE** contacting a potential placement employer

Student completes Student-Sourced Placement Request Form  
[www.mohawkcollege.ca/form/hrm-student-sourced-placement-re](http://www.mohawkcollege.ca/form/hrm-student-sourced-placement-re)

Placement assistant prepares introduction letter for student

Student picks up letter from M-wing reception and delivers to employer; communicates with employer to confirm interest

Employer completes online Employer Participation Form; indicates student's name  
[www.mohawkcollege.ca/form/hrm-program-employer-participati](http://www.mohawkcollege.ca/form/hrm-program-employer-participati)

Student placement is confirmed