

## Human Resources Management Graduate Certificate Program Field Placement Information for Employers 2019/2020

**January 17:** Employer Participation Forms due

**January 20:** Placements posted for students to review

**January 30:** Deadline for students to submit resume and selection of 10 employers

**Starting February 3:** Placement assistant downloads and sorts students' employer selections and begins sending resumes to employers. Students are contacted for interviews.

Employers 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.

**February 3 - March 6:** Interviews conducted at employer's location

**March 6:** Last day employers can release offers to students

**Employers offer field placement positions directly to students any time between February 4 – March 6, 2020.** 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 at [hprogram@mohawkcollege.ca](mailto:hprogram@mohawkcollege.ca) once an offer is confirmed.

**March 16:** Second round begins if necessary

**April 27 - June 12:** Field placement. The HRM Coordinator will visit and conduct interviews with some of the employers and students.

**June 12:** Evaluation of student due

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