**Human Resources Management Graduate Certificate Program  
Field Placement Information for Employers  
Fall 2024**

**June 6:** Employer Participation Forms due

**June 8:** Placements posted for students to review  
  
**June 13:** Deadline for students to submit resume and selection of 10 employers   
  
**Starting June 17:** 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.

**June 20 - July 29:** Interviews conducted by employers  
  
**July 29:** Last day employers can release offers to students

**Employers offer field placement positions directly to students any time between June 20 – July 29, 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 at [hrprogram@mohawkcollege.ca](mailto:hrprogram@mohawkcollege.ca) once an offer is confirmed.

**August 26 – October 11:** Field placement. The HRM Coordinator will call and conduct interviews with some of the employers and students.   
  
**October 11:** Evaluation of student due

*\*please note above dates are subject to change.*