**Human Resources Management Graduate Certificate Program
Field Placement Information for Employers
2022/2023**

**January 16:** Employer Participation Forms due

**January 19:** Placements posted for students to review

**January 26:** Deadline for students to submit resume and selection of 10 employers

**Starting January 31:** 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 6 - March 3:** Interviews conducted at employer’s location or by phone or online platform.

**March 3:** Last day employers can release offers to students

**Employers offer field placement positions directly to students any time between February 6– March 3, 2023**. 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 once an offer is confirmed.

**March 13:** Second round begins if necessary

**April 24- June 09:** Field placement. The HRM Coordinator will call and conduct interviews with some of
 the employers and students.

**June 09:** Evaluation of student due

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