

Business Analysis Graduate Certificate Program Field Placement Information for Employers 2018/2019

Key Process Resource: <https://www.mohawkcollege.ca/current-students/business-students/business-analysis-student-placement-partnership>

<u>Date</u>	<u>Action</u>
Jan 24	Employer Participation Forms due
Jan 24	Placements posted for students to review
Feb 4	Deadline for students to submit resume and selection of 3 employers
Feb 4- Ongoing	Placement assistant downloads and sorts students' employer selections and begins sending resumes to employers
Feb 5- ongoing	Students 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 <u>not</u> permitted to miss class to attend an interview.
Feb 6- Mar 15	Interviews conducted at employer's location
Mar 15	Employers release offers to students <u>by</u> this date Employers offer field placement positions directly to students. This allows employers to secure students sooner and more accurately reflects the real-world experience of applying for and securing a job. Students have <u>24 hours</u> to respond to an offer. Please contact the placement assistant once an offer is confirmed
Mar 16	Second round begins if necessary
Apr 1	Student completes Safety Checklist
Apr 29- Jun 14	Field placement. The BAn Coordinator will visit and conduct interviews with some of the employers and students.
June 14	Evaluation of student due

*Please note: Students are to complete one placement only