

Human Resources Management Graduate Certificate Program Field Placement Information for Students 2018/2019

November 16: Student Profiles due

November 16: Deadline for students securing their own placement. All documentation must be completed and submitted by this date.

January 15 - 18: Placements posted on eLearn

January 25, 12 noon: Deadline for students to submit resume and selection of 10 employers using Employer Selection Form

Students upload 2-page maximum resume in MS Word or PDF format to Employer Selection Form. Use Mohawk College email address on your resume. Save resume as last name, first initial and resume (example: SmithJ_Resume.docx). Cover letters will not be part of the process.

Starting January 28: Placement assistant downloads and sorts students' employer selections and begins sending resumes to employers

February 1 - March 8: Students contacted for interviews

Employers contact students directly via telephone or email to arrange interviews; check your Mohawk College email frequently. Interviews are conducted at the employer's location. Mohawk College requires that interviews are scheduled around students' timetables. Students are not permitted to miss class to attend an interview. Once you have confirmed an interview, send an email to hrprogram@mohawkcollege.ca with the subject header "Interview Confirmation".

March 8: Employers release offers to students by this date

Employers offer placement positions directly to students. Students have 24 hours to respond to an offer. Please contact the placement assistant once you have confirmed an offer.

March 15: Second round begins if necessary

April 29 - June 14: Field placement. The HRM Coordinator will visit and conduct interviews with some of the employers and students.

June 14: Evaluation of Placement Employer due

*Please note: Students are to complete one placement only