**Business Analysis Graduate Certificate Program  
Field Placement Information for Employers  
Fall 2021**

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

| **Date** | **Action** |
| --- | --- |
| Jun 15 | Employer Participation Forms due |
| Jul 5 | Placements posted for students to review |
| Jul 8 | Deadline for students to submit resume and selection of 3 employers |
| Jul 8- Ongoing | Placement assistant downloads and sorts students’ employer selections and begins sending resumes to employers |
| Jul 13-  Aug 15 | 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 not permitted to miss class to attend an interview. |
| Jul 15-  Aug 15 | Interviews conducted with employer’s via phone, zoom or other online platform |
| Aug 15 | Last day employers can release offers to students  **Employers offer field placement positions directly to students any time between Jul 15–**  **Aug 15, 2021**. 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 once an offer is confirmed |
| August 30 | Student completes Safety Checklist with employer via online platform |
| Aug 30-  Oct 15 | Field placement.  The BAn Coordinator will visit and conduct interviews with some of the employers and  students. |
| Oct 15 | Evaluation of student due (link will be sent to the employer) |

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