**Business Analysis Graduate Certificate Program  
Field Placement Information for Students  
2024**

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

| **Date** | **Action** |
| --- | --- |
| Jan 22 | Placements posted on CareerReady for review 9:00am |
| Feb 1 | **Deadline (9:00am)** for eligible\* students to submit resume and selection of 3 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. |
| Feb 7-Ongoing | Placement assistant downloads and sorts eligible\* students’ employer selections and begins sending resumes to employers |
| Feb 12-  Mar 12 | Students contacted for interviews  Employers contact students directly via telephone or email to arrange interviews;  check your Mohawk College email frequently. Interviews are conducted with the employer at their locations or via phone or online platform. 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 [banprogram@mohawkcollege.ca](mailto:banprogram@mohawkcollege.ca) with the subject header  “Interview Confirmation”. |
| Mar 12 | 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. |
| Apr 29 | Student completes Safety Checklist webform 1st day of placement with their employer |
| Apr 29-  Jun 14 | Field placement. – Students report to their field placement during this time period, reporting at the employers hours FT. |
| June 14 | Evaluation of Placement Employer due |

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

\*See Student Placement Guidebook for policies and procedures.