**Human Resources Management Graduate Certificate Program  
Field Placement Information for Students  
2021/2022**

**January 20:** Placements posted on Career-Ready

**January 27, 12 noon:** Deadline for students to submit resume and selection of 10 employers using   
 Employer Selection Form

* 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 February 2:** Placement assistant downloads and sorts students’ employer selections and   
 begins sending resumes to employers

**Until March 4:**  Students contacted for interviews

* Check your voicemail and Mohawk College email frequently - employers contact students directly via telephone or email to arrange interviews
* Interviews must be scheduled around class timetables - students are not permitted to miss class to attend an interview
* All interviews are conducted by the employer’s via phone or online platform
* Once you have confirmed an interview, send an email to [hrprogram@mohawkcollege.ca](mailto:hrprogram@mohawkcollege.ca)

**March 4:** Employers release offers to students by this date

* Employers offer placement positions directly to students
* Students have 24 hours to respond to an offer
* Once you have confirmed an offer, send an email to [hrprogram@mohawkcollege.ca](mailto:hrprogram@mohawkcollege.ca)

**March 14:** Second round begins if necessary

**April 25- June 10:** Field placement. The HRM Coordinator will call and conduct interviews with some of

the employers and students.

**June 10:** Evaluation of placement employer due

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