**Human Resources Management Graduate Certificate Program
Field Placement Information for Students
2022/2023**

**January 19:** Placements posted on Career-Ready

**January 26, 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 January 31:** Placement assistant downloads and sorts students’ employer selections and
 begins sending resumes to employers

**Until March 3:**  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 at the employer’s location
* Once you have confirmed an interview, send an email to hrprogram@mohawkcollege.ca

**March 3:** Employers to 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

**March 13:** Second round begins if necessary

**April 24- June 9:** Field placement. The HRM Coordinator will call and conduct interviews with some of

the employers and students.

**June 9:** Evaluation of placement employer due

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