

Timelines 2019-2020

Recruiting for a January 2020 Start Date

Restricted Round

(All students available)

Aug. 14	Begin accepting Co-op/Intern postings on CareerLink (careerLink.usask.ca)
Sept. 4	University classes begin
Sept. 6	Co-op/Intern Networking Open House, (meet Co-op/Interns students face-to-face)
	All Co-op postings go live
Sept. 15 - 29	Application deadline window
Sept. 18 - Oct. 4	Interview window
Oct. 8, 5 pm CST	Deadline to submit Rankings/Job Offers on CareerLink
Oct. 9, 09:00 am CST	All submitted offers released simultaneously to students through Career Services
	As offers are accepted/declined, employers receive an automated email
Oct. 10	Re-post opportunities for available Co-op/Intern students

Open Round

(Reduced number of students available)

Oct. 10 - Dec. 23	Individual timelines will be arranged to meet employer and available student needs
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Advertising Co-op/Intern Opportunities

For a January Start Date Only (8-months OR 8-months with 4-month extension option):

The heaviest and most competitive recruiting/posting timeline is from Aug 14 – Oct 8 (called the ‘Restricted Round’). You can also post available vacancies from Oct 10 – Dec. 23 (called the ‘Open Round’). See ‘Making an Offer’ below for details.

To post available opportunities, go to CareerLink —careerLink.usask.ca ->select the ‘Post a New Job’ button and then choose ‘Edwards School of Business Co-op/Internship Job Postings,’ which is a secure site that Business Co-op/Intern students can access.

Career Services staff will review your posting, and if necessary, will offer feedback on how to improve the description provided. Once approved, you will receive e-mail verification.

You have two options on how to receive applications:

- 1) After the application deadline. Applications are collected on CareerLink and retrieved following the deadline.
- 2) Directly to your website. Students will be required to apply to both your website and CareerLink.

For both cases listed above, you will be able to log onto CareerLink and view the applications.

Reasons to Hire an Edwards Co-op Student or MBA Intern

- 1) Evaluate future graduate talent and skills before making full-time hires
- 2) Build your brand and create the potential for future employees
- 3) Complete projects that your team currently cannot fulfill
- 4) Inject creativity, new ideas, and enthusiasm into your organization
- 5) Become a mentor and assist students by sharing your career and business insights
- 6) Provide Edwards students with meaningful, hands-on experience to help build future talent

Interviewing

If you received application(s)

After receiving applications, you may contact the students directly to arrange an interview, or you can request interview space through CareerLink. Space is limited. Subsequently, if you have already booked interview space at the SECC for your fall recruiting needs, you may include the Co-op/Intern students in that process. You may also choose to:

- Invite the candidates to your office for an interview (if located in Saskatoon)
- Arrange a telephone interview. Our office can help to facilitate this

If you did not receive applications

If you did not receive applications during any round, do not give up on us just yet! We will be in contact with you regarding next step options. These include re-posting, working with us on an individual need basis, or trying again next year.

Making an Offer

Restricted Round Expectations

You cannot make direct offers. Strict offer date/ranking timelines will be enforced from Aug 14 to Oct. 9. Career Services will issue the offer to the student on your behalf (based upon the information entered on CareerLink by Oct. 8, 5 pm CST). If you feel it necessary to send a direct offer to any of your number 1-ranked candidates, you may do so after 09:15 am CST on Oct. 9th.

Once the offer(s) is released, Co-op/Intern students have 4 hours to accept or decline your offer through CareerLink. Employers will receive auto-emails of acceptances/declines immediately upon a student's decision on CareerLink. If that candidate declines, or if the student is no longer available, an offer will be made to the second-ranked individual (within each 4-hour period) and so on until the position is filled or until your ranking list has been exhausted. It is important that you only rank candidates to whom you are prepared to make an offer.

Companies making large #1 rankings/offers must confirm via email that there is the same number of available positions.

Open Round Expectations

During the open round, offers are managed on a first come first serve basis. Career Services will issue the offer to the student on your behalf (based upon the information entered on CareerLink).

My offer is accepted, now what?

Once you receive an automated email of acceptance from CareerLink, you may proceed to send/contact the Co-op/Intern student with any formal documentation required. Within one month of the start date, Career Services will send information out to the work supervisor regarding expectations of the Co-op/Intern experience.

No one accepted my offer. What are my options?

If no one accepted your offer, we would be in contact with you regarding next step options including re-posting, working with us on an individual need basis or trying again next year.

Frequently Asked Questions

What kind of Salary should I offer?

We recommend a salary in the range of \$17-21/hr plus benefits. Possible benefits include health and medical coverage depending on term employee status. We recommend you establish a budget based on prevailing marketplace wages and conditions to maintain your organization's competitiveness in the recruitment process. Paying a wage at or above the market wage will accomplish that. You will ultimately determine the salary paid to the student and be responsible for the administration of pay and deductions.

Are Co-op/Intern students entitled to vacation and/or time off?

Co-op/Intern students must work a minimum of 525 hours and/or 15 weeks for each four months. The student will accumulate vacation time (depending on the provincial regulations in question), but it will be up to both of you to negotiate if and when that time will be used (while adhering to the min. hours/weeks per four-month period). We encourage a discussion about holidays, paid/unpaid time off, overtime, earned days off, etc. before students begin their work term.

Why do you only offer a January start?

According to our research, this was the ideal time for a business to take on a Co-op/Intern student for a maximum of eight months with a four-month extension option.

Our B.Comm Co-op students do not select their major until January of their second year and then must complete three classes towards their major before starting their work terms. By offering the January start, students have the fall term to pick up their required classes.

For MBA students, their program starts in September, and they will only have completed one-third of their program by December. January is the best time based on the nature of their class schedule.

What if things do not work out?

Although the vast majority of Co-op placements are successful, and many safeguards exist to monitor the Co-op/Intern student's experience, we understand that not every Co-op placement can go as planned. When problems arise, we encourage and support the student and employer to try to resolve the issue internally. In most situations, a student would finish out their four-month work term and pursue other options for their next four-month term. If you choose to terminate the student, we expect the provincial dismissal regulations to be followed and that we are notified.

Can I hire a Co-op/Intern student for only four months?

The simple answer is 'no.' Since our program requirements are for two four-month work terms back-to-back (8 months starting each January), it is difficult for a student on a four-month work term to immediately find the next four-month placement. There are rare cases where companies have hired students for 4-month work terms only when a student has come available for May.

Can I extend the eight-month work term for another four months (Sept –Dec.)?

Yes, but only for an additional four months. Co-op/Intern students are required to return and finish their degree requirements after their placement (with or without the extension).

Should the organization and student mutually agree to extend the placement for another four months, both parties must agree and confirm with Career Services by the end of May of the placement year. Students who accept an extension are still required to attend the Open House in early September as part of their academic requirements. The employer will be required to provide time off for this mandatory attendance should an extension offer be granted.

For further information, please contact Edwards Career Services at 306.966.1454 or by email at coop@edwards.usask.ca