

# 2024/25 Student Recruitment Package

Co-op, Summer & Full Time

## Edwards Career Services

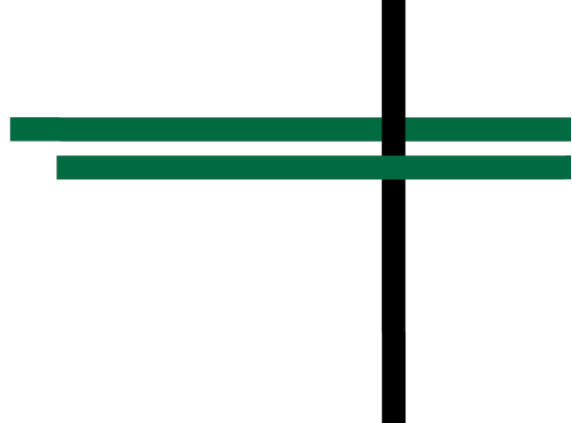
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**EDWARDS**  
SCHOOL OF BUSINESS  
UNIVERSITY OF SASKATCHEWAN



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## Co-op/Intern Networking Open House

Meet both our new 170+ talented and eager Co-op/Intern students looking to secure a January 2025 work placement, and our 140 bright and accomplished returning students showcasing their successful experiences. Edwards Career Services staff will be available to answer any questions you may have.

**Co-op Networking Open House  
Friday, September 6th at 2:00 pm  
PrairieLand Park, Saskatoon, SK**

The Open House will begin at 2:00 pm, offering an opportunity to network with our new Co-op/Intern students. A short program will follow at 3:00 pm, with networking continuing afterwards.

This event is open to employers and staff members (e.g., supervisors, hiring managers, talent acquisition) interested in learning more about taking on Co-op student(s) for 8 months starting in January 2025.

There will be no booths set up. Employers will receive a name tag at the door and are encouraged to mingle with students throughout the event. Students seeking placements will wear colored sashes indicating their major. Please bring plenty of business cards and be prepared to engage with numerous students.

We look forward to networking with you on September 6th!

For more information about our program, including timelines and posting information, please visit [Edwards Co-operative Education Program \(usask.ca\)](https://usask.ca/edwards-co-operative-education-program)

### How to RSVP:

Please [RSVP your attendance \(click here\)](#) by **September 4**.

*Note: if you are RSVPing for more than one person, please register those names separately.*

If you would like more information on the event before you RSVP, please contact Kim Stranden/  
Shelby Scherbanuik at [coop@edwards.usask.ca](mailto:coop@edwards.usask.ca).



## Co-op/Intern Timelines 2024-2025

### Recruiting for a January 2025 Start Date

#### Restricted Round

**(All students available)**

Aug. 21	Begin accepting Co-op/Intern postings on CareerLink ( <a href="https://careerlink.usask.ca">CareerLink.usask.ca</a> )
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 – Oct 20	Application deadline window
Sept. 18 - Oct. 21	Interview window
<b>Oct. 22, 5:00 pm CST</b>	<b>Deadline to submit Rankings/Job Offers on CareerLink</b>
Oct. 23, 9:00 am CST	All submitted offers released simultaneously to students through Career Services. As offers are accepted/declined, employers receive an automated email
Oct. 24	Re-post opportunities for available Co-op/Intern students

#### Open Round

**(Reduced number of students available)**

Oct. 24 - Dec. 23	Individual timelines will be arranged to meet employer and available student needs
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### 2024 Co-op Placement Stats

Co-op Average Hourly Wage By Major (2024)	
Accounting	\$25.03
Finance	\$23.82
Human Resources	\$23.98
Management	\$23.83
Marketing	\$21.85
Supply Chain Management	\$24.26
MBA	\$25.51
<b>TOTAL HOURLY AVG</b>	<b>\$24.04</b>

#### For More Information:

Please reference the [Timelines 2024-2025](#) document to find more information about the Co-op process including posting positions, interviewing, making offers, and FAQ's.

For questions, or opting into the program, please contact Kim Stranden/Shelby Scherbanuik at [coop@edwards.usask.ca](mailto:coop@edwards.usask.ca)



## Summer & Full-Time Accounting Recruitment

Recruiting an Edwards Student is a simple process, and our office provides support and all of our services at the Edwards School of Business for **free of charge**:

1. Post your job on [Careerlink.usask.ca](http://Careerlink.usask.ca) – you can do this, or our office can post for you
2. The interested students will apply to your job posting or you can direct them to your website
3. You will receive a resume book after your job deadlines, if they apply on CareerLink
4. You decide if you want to interview any of the students – no obligation to hire a student
5. Our office will contact the students and create your interview schedule (no playing phone tag)
6. **We have a restricted offer period (September 3<sup>rd</sup> to October 24<sup>th</sup>) and offers get presented to full-time/summer student(s) on October 24<sup>th</sup> at 9:00am – students will have until Monday October 28<sup>th</sup> to accept or decline.**

### Information Sessions

Information sessions (for Co-op, Summer & FT Accounting recruitment) can be held:

- Between Sept. 11<sup>th</sup> – October 18<sup>th</sup>
- **As per student feedback we will only be booking one information session per night** (your business will be the only information session booked at that day)

**Note:** If you would like to host a *2nd round* of sessions (ie. pre-interview social), please contact us to schedule as these will also be held one per night.

- Information sessions can happen anytime between 4:30 – 9:00 pm Monday to Thursday; and 2:30 – 4:30pm on Fridays
- Dates are reserved on a first come first served basis
- Information sessions can be held in person or virtual (on-campus or off-campus)
- RSVPs can be collected at no cost through Edwards Career Services

#### To Book an Information Session:

Please contact Kim Stranden/Shelby Scherbanuik at [coop@edwards.usask.ca](mailto:coop@edwards.usask.ca) to book and choose your time. Deadline to reserve a booking is **October 9** (for Co-op, Summer & FT Accounting recruitment).





## Summer & Full-Time Recruitment

### Edwards Hallway Visits

Hallway visits are an opportunity for an employer to set up in the space just outside our office to promote themselves and the opportunities they have for Edwards Students. Think of it as a mini career fair – but you’re the only exhibitor! Hallway Visits are **free of charge** and can be booked throughout the year.

### Information Sessions

Our office is here to support all employers who plan on offering information sessions for our business students. Share insights about your organization, industry, and career opportunities all while recruiting top talent. Information sessions will be advertised throughout the college over CareerLink and targeted emails. Please note space within Edwards is extremely limited, therefore we are unable to host your information session in our building. Campus/near campus options for information sessions include [Louis, Marquis Hall](#), and [Holiday Inn Express & Suite Saskatoon East – University](#).

Information Sessions can be held:

- In person or virtual
- RSVPs can be collected at no cost through Edwards Career Services

If you are hosting an information session, please confirm and provide your targeted message to Edwards Career Services to entice students to attend your session.

### Post a Job

We offer our employers access to CareerLink where you can create new job postings, review and repost past postings, and collect and review applications. Should you need assistance with your postings, we can help.

### Student Interviews

Had a great response to your posting and now you’re interested in speaking with Edwards applicants? We can assist you with scheduling those interviews.

### Resume Books

We have resumes on file of recent Edwards grads seeking employment. We are pleased to offer these resumes to our employer partners with positions to fill. Contact us with the details on the opportunity and we will put together a Resume Book for you!

### #EdwardsConnects 2025

Join us to be an exhibitor and “Network & Engage” with the next generation of business professionals during our annual career fair (last week in January).

## Building your Brand in Edwards

Help us prepare our young professionals by engaging with Edwards students and sharing your knowledge and career insights. We frequently seek employer partners to participate in:

- Panel discussions
- Coffee chats with students
- Practice interviews
- Resume & LinkedIn reviews
- Industry information sessions

### Interested in any of our opportunities?

Please contact Maryann Ross/Shelby Scherbanuik at [careers@edwards.usask.ca](mailto:careers@edwards.usask.ca)

