

Timelines 2017-2018

Recruiting for a January 2018 Start Date

Restricted Round

(All students available)

Aug. 14	Begin accepting Co-op/Intern postings on CareerLink (careerLink.usask.ca)
Sept. 5	University classes begin
Sept. 8	Co-op/Intern Networking Open House, (meet Co-op/Interns students face-to-face) All Co-op postings go live
Sept. 17 - 30	Application deadline window
Sept. 25 - Oct. 6	Interview window
Oct. 10, 6 pm CST	Deadline to submit Rankings/Job Offers on CareerLink
Oct. 11, 09:00 am CST	All submitted offers released simultaneously to students through Career Services As offers are accepted/declined, employers receive automated email
Oct. 16	Re-post opportunities for available Co-op/Intern students

Open Round

(Reduced number of students available)

Oct. 16 - Dec. 21	Individual timelines will be arranged to meet employer and available student needs
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For a May 2018 Intake

****Depending on available students****

Jan. 3	Begin accepting co-op postings on CareerLink
Jan. 3 – April 30	Individual timelines arranged to meet employer and available student needs

Advertising Co-op/Intern Opportunities

For a January Start Date:

The heaviest and most competitive recruiting/posting timeline is from Aug 14 – Oct 10 (called the ‘Restricted Round’). You can also post available vacancies from Oct 16 – Dec. 22 (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 into CareerLink and view the applications.

May Intake (4 months only and based on available students)

Employers looking to hire a Co-op/Intern student for a May start four-month position can post anytime after January 3, 2018.

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 can make no direct offers. Strict offer date/ranking timelines will be enforced between Sept. 8 – Oct. 12. Career Services will issue the offer to the student on your behalf (based upon the information entered on CareerLink by Oct. 10, 6 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. 11th.

Once the offer(s) are 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.

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 we expected to provide a raise after four months?

The decision is up to you whether or not the Co-op/Intern student deserves a raise. We do ask that you consider if hiring a student for a summer four-month position at X salary, and then bring them back the following year, would that warrant a salary increase? If you answered "Yes," then please take that into account when negotiating a salary.

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-month period. 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. 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.

Why do you not offer a May intake with an 8-month work term?

We have found that students learn best when mentored and monitored throughout their work terms. Summer is a time when businesses encourage employees to take holidays. Our experience has shown that it takes approximately three months for both parties to be comfortable with each other and if mentors/supervisors are on holidays, the Co-op student is not receiving the appropriate level of support.

Why do you encourage employers to take on a Co-op/Intern student for two, back-to-back work terms?

Our experience has shown that it takes the Co-op/Intern student approximately three to four months to get up to speed with their roles and responsibilities. By this time, you will have already invested a lot of time and resources into training your student. Allowing them to stay on for the additional four months, allows your organization to see some return on your investment.

What if things do not work out?

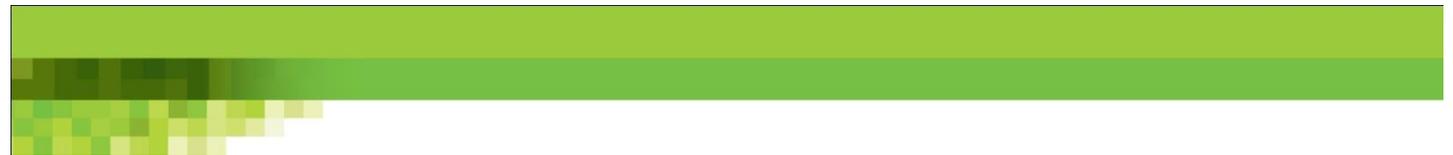
Although the vast majority of Co-op placements are successful, and many safeguards exist to monitor the Co-op/Intern student's experience, we understand that not every Co-op placement can go as planned. When problems arise, we encourage and support the student and employer to try to resolve the issue 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 be notified.

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

Although our office prefers to have students work the full 8 months with one employer, there are cases where companies have hired students for 4-month work terms. This may make your offer less competitive if the student also receives an offer to work 8 months. There are generally few students who accept 4-month placements starting in January and as a result few students are available for a 4-month placement from May to August.

Can I keep the Co-op/Intern student on after their work term is over?

Co-op/Intern students are required to return and finish their degree requirements after their placement. Many organizations keep their students on part-time throughout the school year and into the following summer. Generally speaking, it is in the best interest of everyone to encourage the Co-op/Intern student to return to school to complete their studies. Not only does the student become an ambassador for your organization, the Edwards School of Business will also benefit from them sharing their experience and insight with other students and faculty.



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



Past and Present Employers

A1 Low-Cost Accounting	First Nations Bank	Prairie North Health Region
ADM Agri-Industries	Follick and Associates (Outlook)	PricewaterhouseCoopers
Airline Hotels & Resort	Graham Construction	Primary Engineer
AltaLink	Great Sandhills	Pronto Airways
AMEC Americas	Great Western Brewery	Provincial Auditor
AREVA	Greystone Managed Investments	Public Service Commission
Astral Media	Handy Group of Companies	Rawlco Radio Ltd.
BDO Canada LLP	Hatch Industries	RCMP
BMO Bank of Montreal	Hergott Duval Stack LLP	Royal Bank
Brandt Industries	Holm Clements Kwong Svenkeson Raiche CA	Gov't of Saskatchewan Information Technology Office
Business Mentorship Institute	Hudson Bay Mining & Smelting	Saint Mary's (Humboldt)
Business Advisory Services	Hulo Media	Saskatchewan Blue Cross
Business Development Bank of Canada	Hounjet Tastad Harpham	Saskatchewan Crop Insurance
Carlson Roberts CA Firm (Drayton Valley)	Industrial Machine	Saskatchewan Public Service Commission
Cameco Corporation	Kelsey Trail Health Region	Saskatchewan Ministry of Highways & Infrastructure
Canada Revenue Agency	Koenig & Associates	Saskatchewan Watershed Authority
Canada-Saskatchewan Business Infosource	KPMG LLP	Saskatoon Co-op
Cargill	Lafarge North America	Saskatoon Health Region (Saskatoon, Humboldt)
Claude Resources	Landis Credit Union	SaskPower
Cfactor	Lloydminster Economic Development	SaskTel
CIBC	Lutheran Theological Seminary	Scotiabank
City of Saskatoon	Maple Leaf Foods	Shell Canada
CNH	MarketLinc	Shercom Industries
Cogent Business Consulting	McDougall Gauley	SIGA
Colliers McClocklin	Meyers Norris Penny LLP	SNC-Lavalin
Collins Barrow	Millennium Group of Companies	Suncorp Valuations Ltd.
Cornerstone (Prince Albert)	Ministry of Economy (Gov't of Sask)	Sunrise Health Region
Correctional Services of Canada	MNP	TD Commercial Bank
Deloitte	Mondovi Publishing	Teck Coal
Desjardins Financial	Morris Industries	The Marketing Den
Doepker	Mosaic Potash - Colonsay	UMA Engineering
DynaVenture Corp	Northridge Construction	University of Saskatchewan
EA Games (Vancouver)	New Community Credit Union	Women Entrepreneurs of SK
Edgeworth Properties	New Food Classics	Wells Fargo
Edwards Executive Education	North American Construction Group	Westwind Aviation
Elite Property Management	O'Reilly Insurance	Wiegers Financial
Enterprise-Rent-A-Car	Pan-Provincial Vaccine Enterprise (PREVENT)	Value Tire
EPR Saskatoon	Pepsico	VendAsta Technologies
Ernst & Young	Petrotag	Virtus Group
Enviro Tec	Point2 Technologies Inc.	Western IM
Farmers of North America	PotashCorp –(Rocanville, Cory)	
Federated Co-operatives Ltd.		