

Timelines 2016-2017

For a January 2017 Intake (The Restricted Recruiting window provides you access to all available Co-op Students/Interns)

Restricted Recruiting

Aug. 15	Begin accepting co-op/intern postings on CareerLink (CareerLink.usask.ca)
Sept. 6	Classes begin at the University of Saskatchewan
Sept. 9	Coop/Intern Networking Open House, (meet Co-op/Interns students face-to-face) All Postings go live to the Co-op/Intern students
Sept. 14 - 30	Recommended window for application deadlines
Sept. 26 - Oct. 7	Interview window
Oct. 11, 6 pm CST	Rankings/Job Offers due for the Restricted round
Oct. 12, 09:00 am CST	Students are given employer's offers through Career Services As offers are accepted/declined, employers receive automated email
Oct. 17	Re-post opportunities for available Co-op/Intern students

Open Recruiting

Oct. 17 - Dec. 23	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 29	Individual timelines will be arranged to meet employer and available student needs

Advertising Co-op/Intern Opportunities

For a January Intake (8 months):

Employers may post for:

- An 8-month placement (Jan – Aug only)

From Sept 9 – Oct. 14, the offer and acceptance process is strictly controlled by Career Services.

- 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 only 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 three choices, on how you would like to receive applications:

- 1) You can request the applicants apply via e-mail. Each time a student applies, (during your advertising window) you will receive their application via e-mail at any time leading up to your application deadline
- 2) You can request that the applications be accumulated online. In this case, you will receive the bulk applications via e-mail within 24hrs of your application deadline
- 3) You can request the applications be received via some external site. In this case, students will be asked to apply twice. Once through CareerLink and once to your external site. This ensures a link between CareerLink and the applicant

For all 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, 2017.

Interviewing

If you received application(s)

- 1) 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 location for an interview (if located in Saskatoon)
 - Arrange a telephone interview. Our office can facilitate that on an as-needed basis

If you did not receive applications

If you did not receive applications during any round of advertising, do not give up on us just yet! After the restricted round, we will be able to assess who is still available and where the Co-op/Intern students' interests still lie.

We will be in contact with you regarding next step options. Options include re-posting, working with us on an individual need basis, or trying again next year.

Making an Offer

Restricted Recruiting Window Process

A strict offer date/ranking system will be adhered to. Career Services will issue the offer to the student on your behalf (based upon the information entered on CareerLink by Oct. 11, 6 pm CST) therefore, it is imperative that this step be completed accurately and on time. **You can make no direct offers.**

Co-op/Intern students will be given 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 (if applicable) 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.

Can I make a direct offer during the Restricted Recruiting Window?

No direct offers can be made to an applicant during the restricted Recruiting Window. 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. 12th.

Open Recruiting Process

During the open round, offers will be 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.) Therefore, it is imperative that this step be completed accurately and on time.

My offer is accepted, then what?

Once you receive an automated email from CareerLink indicating that your offer has been accepted, 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 (you receive auto-emails when a student declines), we would be in contact with you regarding next step options. Options include, 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?

The Co-op/Intern student will become an employee of your company. With that you are expected to pay a salary and possible benefits including health and medical coverage (depending on term employee status). You will ultimately determine the salary paid to the Co-op/Intern student and handle the administration of salary payments and deductions. We recommend a salary in the range of \$17-21/hr plus benefits. Establishing a budget for salaried positions based on prevailing average wages as identified by labour market conditions will keep your organization competitive in today's marketplace. In most cases, this will be at or above the average market wage.

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 four months of experience 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?

This is an academic work experience and as such, requires the Co-op/Intern student to remain working throughout their experience. 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. Do remember, that for each 4-month work term; students must work a minimum of 525 hours for the experience to be counted as a co-op/intern work term. In your initial discussions on the work environment and hours of work there is an opportunity to take holidays, paid or unpaid time off, earned time off and/or overtime, these should be discussed in advance before the Co-op/Intern students begin their work term. If an arrangement is made to take accumulated holidays, they must be taken within each four-month work term, **not accumulated and used all at once in the last four months.**

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 supervision/mentorship.

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

As indicated above, research 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. We feel that you have invested a lot of your time and resources to your student. Allowing them to stay on for the additional four months, allows your organization to see the return on your investment.

What if things do not work out?

There are many safeguards to monitor the Co-op/Intern student's experience. Within the first month of the work term, the student must submit learning objectives and journal entries on how the experience is going. By the end of the second month, one of the Career Services' staff will come on site to meet with both the work supervisor and the student. If at that time, it is determined that staying on for the additional four months is not right for everyone involved, the student would finish out their first work term, while pursuing options for their next four-month term.

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

Although 4-month placements can be very valuable, staying on with one organization for the two back-to-back work terms is the preferred option for our Co-op/Intern students.

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. 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.		