

Activity Schedule	Summer Work Term (May to August 2020)
Earliest start date	Monday, May 4, 2020
Latest start date (due to COVID-19)	Monday, July 6, 2020
Latest end date	Friday, August 28, 2020
<u>First round</u>	
<ul style="list-style-type: none"> • Accepting Postings • Application period • Interviews 	<ul style="list-style-type: none"> • Monday Dec. 16 - Friday Jan. 31 2020 • Monday Jan. 6 - Sunday Feb. 2 2020 • Monday Jan. 20 - Friday Feb. 7 2020
Ranking deadline for employers	Friday, February 7, 2020
Rank Match Day	Friday, February 14, 2020
<u>Second round</u>	
<ul style="list-style-type: none"> • Accepting Postings • Application period • Interviews 	<p>Monday Feb. 3 – Friday May 8, 2020</p> <p>Wednesday, Feb. 19 - Sunday May 10, 2020</p> <p>Monday Feb. 24 – Friday May 15, 2020</p>
Work Term Report / Presentation due	Wednesday August 12, 2020 (Last day of class for the semester)
Final Evaluations (student & employer)	Last day of student's Work Term (for each 4 month period)

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First Round

First round consists of three specific timelines (Posting period, student application period, and interviewing period). All postings & interviews are to be submitted directly onto Compass by the employers. Once an employer finishes their interviews in first round, they are encouraged to submit rankings for their candidates directly on Compass. First round officially ends on the last day of interviews and results are sent out to employers on Rank Match Day. Any postings, interviews or rankings that are submitted past their respective deadlines, will be carried over to continuous placement (second round). All students have an interview cap of 12 in first round, therefore we encourage employers to post their jobs and schedule their interviews early in the term.

Rankings

Rankings are numerical values given to each candidate by an employer, depending on how the candidate performed in their interviews. Employers can rank a candidate a #1, for every position they have available. Once a #1 has been assigned to a candidate(s), the employer is able to rank as many candidates with a numerical value of 2s, 3s, 4s, etc., as they wish. All rankings must be submitted in numerical order. Students and employers are matched together on “Rank Match Day” through Compass. All rankings are considered job offers, and should an employer/student receive a match, it is considered a binding contract and can not be reneged. Employers should only rank candidates they are interested in hiring.

Continuous Placement (Second Round)

In continuous placement, there are no deadlines for postings or interviews. There are also no rankings in continuous placement, instead there are direct offers made. Please be advised that all offers must be sent to coopinstitute@concordia.ca directly and not to the student. Coop institute will send the offer to the students(s), and the student(s) will have 24-48 hours to notify us of their decision. Once Coop Institute receives the student's response, we will notify the employer. Employers will only receive the student's contact information once the student accepts the job and is placed in Compass. Please be advised that offers can be extended right after the interviews occur, therefore we encourage employers to schedule interviews early as students are placed quickly in Continuous Placement (second round).