

SASKATCHEWAN POLYTECHNIC

CO-OP EDUCATION DEPARTMENT

September 2023 Work Term

- Programs available September 1 to December 31, 2023
Architectural Technologies, Computer Engineering, Electrical Engineering, Engineering Design & Drafting, and Instrumentation

RANKING GUIDELINES

Please assign a Rank of #1 for each position for which you are making an offer. For example, if you are offering 4 positions, 4 students should be ranked #1. **If the student accepts this offer, the employer then follows up with a formal letter of offer sent directly to the Co-op Co-Ordinator.**

Alternates are to be ranked beginning with #2 in order of your preference. (one #2, one #3, one #4, etc.)

Only rank the students you would consider for employment. Assigning a rank indicates you are willing to employ the student for the work term identified.

On a predetermined date, the employer rankings are presented to the students by making them available to view through an online student account. Students will see when they are given an offer (#1) and will see “Ranked” if they were an alternate. (Students do not see the actual number they were ranked.)

When the deadline for students to rank has passed, the match algorithm is activated.

The match algorithm:

- Calculates a score for each job-student combination
- The score is the sum of the employer ranking of the student for a particular job added to the student ranking of that job.
- Students are assigned to jobs based on the lowest score. (If a student you ranked as #1, ranks you as their first choice (#1), it will be an automatic match.)
- As students are placed, these students and any filled jobs are removed from further consideration.
- Ties are broken to maximize the number of overall placements.

| June 2023 | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|-----|--|--------------|---|--------------------|--|-----|
| | | | | | 1 | 2 | 3 |
| | | | | | --- INTERVIEWS --- | | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | --- INTERVIEWS --- | | Employer Offers/ Rankings Due 4:30 p.m. | | Students View & Rank Offers starting at 1:00 p.m. (Local Time) | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | Deadline for Students to Rank Offers 11:00 p.m. (Local Time) | Match Day | Employers Notified | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | |
| Semester Breaks: Engineering Design & Drafting: off June 9 & 12 All other programs have a semester break around July 1 | | | | | | | |