

SASKATCHEWAN POLYTECHNIC

CO-OP EDUCATION DEPARTMENT

May 2025 Work Term

- **Programs available May 1 to August 27**
Accountancy, Agriculture and Food Production (1st yr.), Architectural Technologies, Bachelor of Construction Management, Computer Engineering, Electrical Engineering, Engineering Design & Drafting (1st yr.), Environmental Engineering (2nd yr.) and Instrumentation
- **Programs available May 1 to December 31:**
Civil Engineering and Environmental Engineering (1st yr.), Agriculture and Food Production (2nd year),

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 Coordinator.**
- 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.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
February 2025							1	
	2	INTERVIEWS					7	8
	9	INTERVIEWS			12	Employer Rankings Due 4:30 pm	14	15
	16	Family Day	Semester Break			20	Students View Offers at 1:00 pm	22
	23	24	Student Rankings Due 11:00 pm	Match Day	Employers Notified	27	28	Mar 1