Science Co-op

Faculty of Science

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**EMPLOYER RANK/MATCH PROCESS**

The Computer Science Co-op Program will be utilizing the Rank/Match process to identify hirings. This process aims to assure that most students will be placed, and therefore, employers will receive a student of their choice. Below are the steps to this process.

1. An employer submits the job posting(s).
2. All job postings are advertised simultaneously on our Computer Science Co-op students’ section of careerCONNECT.
3. Students are given a few weeks to prepare applications for their postings of choice. All student applications are submitted online through careerCONNECT, forwarded to employers by Co-op Office in one batch after the closing date.
4. The employer screens the applicants and identifies candidates for the interview process.
5. The employer contacts students directly to schedule virtual interviews.
6. The employer interviews all ‘short listed’ candidates and, upon completing all interviews, determines which students **they would commit to hire**. If seven candidates are suitable, then seven students will be ranked. If only three candidates are suitable, then only three students will be ranked. **Students who employers would not hire are therefore not given a number rank, but given an “NR” (no rank) to ensure that the employer will not be matched with that particular student.**
7. The employer then ranks the suitable candidates in order of preference, either sequentially or in clusters (recommended).

**SEQUENTIAL RANKING**

An employer interviews the following 6 students:

* Erika Wiebe
* Dimitri Penovi
* Rebecca Johns
* Samuel Anderson
* Sarah Payne
* Wu Zhang

The employer identifies the following 5 as suitable to hire:

* + Erika Wiebe
  + Dimitri Penovi
  + Rebecca Johns
  + Sarah Payne
  + Wu Zhang

The employer ranks ALL candidates in order of preference/suitability. Please note, Samuel Anderson received an “NR” rank as the student was not suitable for the position:

|  |  |
| --- | --- |
| **Student Name** | **Rank** |
| Sarah Payne | 1 |
| Dimitri Penovi | 2 |
| Wu Zhang | 3 |
| Erika Wiebe | 4 |
| Rebecca Johns | 5 |
| Samuel Anderson | NR |

# CLUSTER RANKING (Recommended)

The employer identifies the following 5 as suitable to hire:

|  |  |
| --- | --- |
| **Student Name** | **Rank** |
| Sarah Payne | 1 |
| Dimitri Penovi | 2 |
| Erika Wiebe | 3a |
| Rebecca Johns | 3b |
| Wu Zhang | 3c |

* Erika Wiebe
* Dimitri Penovi
* Rebecca Johns
* Sarah Payne
* Wu Zhang

The employer ranks the candidates in order of preference/suitability.

\*NOTE\* We encourage employers to use **cluster** rankings as it will increase the chance of being matched with a student. Students who are suitable, but ranked below a three or four, have less of a chance to be matched with an employer, therefore we suggest that suitable students are cluster ranked at a higher rank (as demonstrated above).

We encourage employers to rank as many students as possible to improve chances of being matched with a student. **Only cluster rank from your third ranking forward**. (An employer may cluster rank for the third, forth, fifth, etc.)

**Employers Hiring MORE THAN ONE STUDENT:**

Employer will rank as many students #1 as positions available. For example, if an employer is hiring three students, they will rank three students as #1.

|  |  |
| --- | --- |
| **Student Name** | **Rank** |
| Sarah Payne | 1 |
| Dimitri Penovi | 1 |
| Erika Wiebe | 1 |
| Rebecca Johns | 2 |
| Wu Zhang | 3 |

1. After interviewing, students make their own rankings of employers and submit these rankings to the Co-op office. The ideal placement is a #1 ranking by the employer combined with a #1 ranking by the student (for a sum of 2). This is considered an automatic match and acceptance by the employer and student.
2. Placements after 1:1 rankings are determined by the lowest combination (sum) of numbers, and ***in the event of a tie sum the placement will be awarded in favour of the employer.***

# The Match

1. The matching process works on the principle of ‘lowest sum wins’.
2. The student and employer rankings are entered into an Excel sheet. Students are listed in column ‘A’ and employers are listed in row ‘1’. Both rankings are entered into the corresponding cell to produce a total score for each combination.
3. The matches are then determined starting with the lowest score combination, which would be a 1-1 ranking by both the employer and the student, for a total of ‘2’. This is considered an automatic match.
4. The process then continues by matching employers with students in a sequential manner by examining total scores of three, four, etc. until all possible combinations are exhausted.
5. **If the situation arises where there are two cells totalling ‘3’ (i.e. 1/2 and 2/1) the match goes in favour of the employer**.

# Match Results

You will be notified of the results by email two days after the ranking deadline, this term that will occur on March 30th.

Following the placement announcements, employers are required to reach out to their Co-op Student hire within 48 hours to initiate next steps in the hiring process.