

Ryerson’s Office of Co-operative Education operates a continuous employment process that begins about three or four months prior to the start of a work term and ends when the last student has been employed or the work term commences.

Recognizing that some employers prefer to conduct their hiring within specific time lines the Co-op Office provides the chart below outlining the dates during which we expect the majority of our students will be recruited.

If you have any questions regarding the timing of your postings please contact us at 416-979-5068 or ryecoop@ryerson.ca

Recruiting Activity	Winter 2012 Jan – Apr 2012	Summer 2012 May – Aug 2012	Fall 2012 Sep – Dec 2012	Winter 2013 Jan – Apr 2013
Jobs Posted (As early as possible during this period)	Sep 12 - Dec 12, 2011	Jan 9 – Apr 27, 2012	May 7 – Aug 24, 2012	Sep 12 - Dec 12, 2012
Application Screening (Applications sent to employers)	Within 7 days of job posting	Within 7 days of job posting	Within 7 days of job posting	Within 7 days of job posting
Interview Requests Accepted	Ongoing from Sep 26, 2011	Ongoing from Jan 23, 2012	Ongoing from Jun 4, 2012	Ongoing from Sep 25, 2012
Campus Interview Period (As early as possible during this period)	Oct 3 – 28, 2011	Jan 30 – Mar 2, 2012	Jun 11 – Jul 6, 2012	Oct 1 – 27, 2012
Work Term Begins	January 2, 2012	Apr 30, 2012	Sep 4, 2012	January 2, 2013
Work Term Ends	April 27, 2012	Aug 31, 2012	Dec 28, 2012	April 27, 2013

Notes:

A. Ryerson does not use a rank/match process in its co-op hiring

- B. Students and employers can negotiate actual start and end dates based on individual needs
- C. For a work term to qualify for co-op credit it must be a minimum 12 weeks in duration. The Co-op Office can accommodate arrangements for work terms of 4, 8, 12, or 16 month durations depending on the program. Please consult with the Co-op Office if you have questions.

For more information on our job posting process contact Mrs. Nathalie Fahel at nfahel@ryerson.ca or (416) 979- 5000 ext. 7392

To begin the hiring process:

Please include the following information with your job description(s):

- Company and/or Department Name
- A brief overview of the company products or services (Optional)
- Job site/Location
- Position title (if unknown or undetermined please use "Co-op Student")
- The program and level from which you are seeking students (ie 3rd year Chemical Engineering. If you are interested in seeing resumes from students in a program at any/all levels indicate the program name only).
- The job description or duties as well as an outline of desired skills/experience/knowledge
- Wage range if known (wage information will not be included on the job posting unless you wish it to appear. If so, please indicate). For more on typical Co-op wages/salaries visit <http://ryerson.ca/co-op/employers/coopWages/index.html>

In addition to the information above please include your name, telephone & fax numbers, and e-mail address. Please also indicate the person who should receive the resumes.

Send your posting to us at: ryecoop@ryerson.ca or Fax (416) 979-5069