ASPER SCHOOL OF BUSINESS

ASPER CO-OPERATIVE EDUCATION PROGRAM
www.umanitoba.ca/asper/co-op

EMPLOYER RANK/MATCH PROCESS GUIDELINES

How it Works

The Asper Co-op Program utilizes 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 'co-op students only' section of the Career Portal.
3. Students are given a few weeks to prepare applications for their postings of choice. All student applications are submitted online through the Career Portal and sent to employers on the students' behalf.
4. The employer screens the applicants and identifies candidates for the interview process. The employer submits a 'short list' of candidates to the Co-op office.
5. The Co-op office notifies 'short list' candidates and schedules interviews.
6. The Co-op office provides space and facilities for the interview process.
7. The employer interviews all 'short list' candidates and, upon completing all interviews, determines which students the employer 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 a **"NR" (no rank)** to ensure that the employer will not be matched with that particular student.
8. 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
- Trin Hong
- 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, Trin Hong 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
Trin Hong	NR

CLUSTER RANKING (Recommended)

The employer identifies the following 5 as suitable to hire:

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

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

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

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

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

9. 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.
10. 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 on the second day after the ranking deadline.

Questions?

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