

## **EMPLOYER RANK/MATCH PROCESS GUIDELINES MBA Co-op and Commerce Internship Program**

### **THE RANKINGS**

#### ***How it Works:***

1. Employers rank all the students they interviewed.
2. Only **one** student can be ranked # 1 for one position. If you have two positions, then two #1s, two #2s, 2 #3s, etc.
3. The greater the number of students ranked, the greater the chance of being matched with a student. You are, however, not obligated to number rank every student. If any candidate is not suitable for your position, not a fit, **do not rank**, and simply indicate this by selecting “**NR**” next to the student name. By ranking a student with a number, you are saying that you will take that student if a match is made with your company.

### **HOW TO SUBMIT EMPLOYER RANKINGS**

#### ***Submit your rankings by email to:***

- [cip@mcmaster.ca](mailto:cip@mcmaster.ca) (for Commerce Internship Program)
- [mbacoop@mcmaster.ca](mailto:mbacoop@mcmaster.ca) (for MBA Co-op Program)

### **STUDENT RANKING OF EMPLOYERS**

#### ***How it Works:***

1. Students view the employer rankings on-line and they, in turn, rank the employers.
2. Students rank in a similar manner to employers, with only one employer position as #1, for their first choice. All other rules remain the same. In response to student requests, they will have full disclosure of their employer rankings.
3. Employers will not be able to view student rankings.

## THE MATCH

### *How it Works:*

1. The matching process works on the principle of “low score wins”.
2. Once the employer and student rankings are entered on-line, the computer reads the information and adds the employer and student ranking to produce a total score for each combination.
3. The computer then performs the match, starting with the lowest score combinations, 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 computer then continues to match employers with students in a sequential manner by examining total scores of three, four, etc., until all possible combinations are exhausted.

## MATCH RESULTS

You will be notified of the results by email or phone immediately after the match is completed.

## QUESTIONS?

### **Contact:**

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