

**EMPLOYER RANK/MATCH PROCESS GUIDELINES - MBA Co-op
Employer Rankings due Friday, October 21, 2011 at 11:59 p.m.**

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 please rank two #1s, and then sequentially 2, 3, 4, etc. Please note: our system does not allow for cluster rankings which is why sequential is required for multiple positions.
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

Please submit your rankings and expected salary by e-mail to:
mbacoop@mcmaster.ca

STUDENT RANKING OF EMPLOYERS

How it Works:

1. Students view the employer rankings online and they, in turn, rank the employers.
2. Rankings will appear in one of the following ways for students

1	Employer ranked student #1 for position
R	Employer did not rank student #1, but considers student a good fit
NR	Employer did not rank student for this position

3. 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 partial disclosure of their employer rankings.
4. 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 online, 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 after the match is completed on **Wednesday, October 26th, 2011** (late afternoon).

QUESTIONS?

Contact: Christina Gianiotis at 905-525-9140 ext. 27759
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