Co-op/Intern Timelines 2026-2027

Recruiting for a January 2027 Start Date

Restricted Round	**(All students available)**
Aug 19	Begin accepting Co-op/Intern postings on CareerLink (CareerLink.usask.ca)
Sept 2	University classes begin
Sept 11 (Friday after long weekend)	Co-op/Intern Networking Open House (meet Co-op/Intern students)
Sept 20 - Oct 26	Application deadline window
Sept 21 - Oct 27	Interview window
Oct 14	Rank and Offer Window Opens
Oct 27, 5:00 pm CST	**Deadline to submit Rankings/Job Offers**
Oct 28, 9:00 am CST	All submitted offers released simultaneously to students through Career Services As offers are accepted/declined, employers receive an automated email
Oct 29	Re-post opportunities for available Co-op/Intern students
Open Round	**(Reduced number of students available)**
Oct 29 - Dec 23	Individual timelines will be arranged to meet employer and available student needs

Advertising Co-op/Intern Opportunities

For a January Start Date Only (8 months OR 8 months with 4-month extension option):
The heaviest and most competitive recruiting/posting timeline is from Aug 19 – Oct 28 (called the 'Restricted Round'). You can also post available vacancies from Oct 29 – Dec 23 (called the 'Open Round'). See 'Making an Offer' below for details.

To post available opportunities, go to CareerLink.usask.ca, select the 'Post a Co-ops/Internships Job' button, then choose 'Internship/Co-op (Edwards, Engineering, Comp Sci), and then under Job Board Selection, select "Edwards School of Business Co-op/Internship". This will ensure your opportunity is posted in a separate area that only Edwards Co-op/Intern students can access.

The Career Services team will review your posting and provide feedback on how to improve the description, if necessary. Once your posting is approved, you will receive email verification.

You have two options for receiving applications:

1. After the application deadline, applications will be collected on CareerLink and retrieved by you.
2. Directly through your website. Students will be required to apply on both your website and CareerLink.

In both cases mentioned above, you will be able to log on to CareerLink and view the applications.

Reasons to Hire an Edwards Co-op Student or MBA Intern

1) Evaluate future graduate talent and skills before making full-time hires
2) Build your brand and create potential for future employees
3) Complete projects that your team currently cannot fulfill
4) Inject creativity, new ideas, and enthusiasm into your organization
5) Become a mentor and assist students by sharing your career and business insights
6) Provide Edwards students with meaningful, hands-on experience to help build future talent

Interviewing

If you received application(s) – please contact the Co-op Office

After receiving applications, you may contact the students directly to arrange an interview. You may also choose to:

- Invite the candidates to your office for an interview (if located in Saskatoon)
- Arrange a telephone/virtual interview or on-campus at Edwards. Our office can help to facilitate this.

If you did not receive applications

If you did not receive applications during any round, do not give up just yet! We will be in contact with you regarding next step options. These include re-posting, working with us on an individual need basis, or trying again next year.

Making an Offer

Restricted Round Expectations

During the restricted round (Aug 19 to Oct 28), **you cannot make direct offers to Co-op/Intern students.** Strict offer date/ranking timelines will be enforced. Career Services will issue the offer to the top-ranked student on your behalf, based on the information you provide by Oct 27, 5 pm CST. If necessary, you may send a direct offer to your number 1-ranked candidate(s) after 9:15 am CST on Oct 28.

Once the offer is released, students have four hours to accept or decline. You will receive auto-emails of acceptances/declines upon the student's decision. If your top candidate declines or is no longer available, an offer will be made to the second-ranked candidate (within each 4-hour period) and so on, until the position is filled or your ranking list is exhausted. It is important to only rank candidates to whom you are prepared to make an offer.

If your company is making a large number of #1 rankings/offers, you must confirm via email that there are the same number of available positions.

Open Round Expectations:

During the open round (Oct 29 to Dec 23), offers are managed on a first-come, first-served basis. Career Services will issue the offer to the student on your behalf, based on the information you provided.

My offer is accepted, now what?

Once you receive an automated email of acceptance, you may proceed to contact the Co-op/Intern student with any formal documentation required. Within one month of the start date, Career Services will send information to the work supervisor regarding the expectations of the Co-op/Intern experience.

No one accepted my offer. What are my options?

If no one accepts your offer, we will be in contact with you regarding the next steps. These options may include re-posting, working with us on an individual-needs basis, or trying again next year.

Frequently Asked Questions

What kind of Salary should I offer?

We recommend a salary in the range of $23-27/hr. plus benefits. Possible benefits include health and medical coverage, depending on term employee status. We recommend you establish a budget based on prevailing marketplace wages and conditions to maintain your organization's competitiveness in the recruitment process. Paying a wage at or above the market wage will accomplish that. You will ultimately determine the salary paid to the student and be responsible for the administration of pay and deductions.

Are Co-op/Intern students entitled to vacation and/or time off?

Co-op/Intern students must work a minimum of 525 hours and/or 15 weeks for each four months. The student will accumulate vacation time (depending on the provincial regulations in question), but it will be up to both of you to negotiate if and when that time will be used (while adhering to the min. hours/weeks per four-month period). We encourage a discussion about holidays, paid/unpaid time off, overtime, earned days off, etc. before students begin their work term.

Why do you only offer a January start?

According to our research, this was the ideal time for a business to take on a Co-op/Intern student for a maximum of eight months with a four-month extension option. Our B. Comm. Co-op students do not select their major until January of their second year and then must complete three classes towards their major before starting their work terms. By offering the January start, students have the fall term to pick up their required classes. For MBA students, their program starts in September, and they will only have completed one-third of their program by December. January is the best time based on the nature of their class schedule.

What if things do not work out?

Although most Co-op placements are successful, and many safeguards exist to monitor the Co-op/Intern student's experience, we understand that not every Co-op placement can go as planned. When problems arise, we encourage and support the student and employer to try to resolve the issue internally. In most situations, a student would finish out their four-month work term and pursue other options for their next four-month term. If you choose to terminate the student, we expect the provincial dismissal regulations to be followed and that we are notified.

Can I hire a Co-op/Intern student for only four months?

The simple answer is 'no.' Since our program requirements are for two four-month work terms back-to-back (8 months starting each January), it is difficult for a student on a four-month work term to immediately find the next four-month placement. There are rare cases where companies have hired students for 4-month work terms only when a student has come available for May.

Can I extend the eight-month work term for another four months (Sept –Dec)?

Yes, but only for an additional four months. Co-op/Intern students are required to return and finish their degree requirements after their placement (with or without the extension). Should the organization and student mutually agree to extend the placement for another four months, both parties must agree and confirm with Career Services by mid-August of the placement year. Students who accept an extension are still required to attend the Open House in early September as part of their academic requirements. The employer will be required to provide time off for this mandatory attendance, should an extension offer be granted.