

Appendix 18c: Draft Email Sent to Employers After Application Deadline

Hi [INSERT EMPLOYER FIRST NAME],

The application deadline for your [insert term] co-op position has closed and you can now log into your [Career Connects](#) account to view the applications submitted and shortlist students for interviews.

Attached is an employer user guide for [Career Connects](#) which provides instructions for logging in, viewing applications and scheduling interviews. There is also information in the guide about ranking students following interviews and how to post jobs for future semesters.

Once you are prepared to schedule interviews, we ask that you provide 48 hours notice to effectively coordinate interviews with students. We also request that you do not contact students directly, but allow us to facilitate this process through Career Connects. Interviews for the [insert term] began on Wednesday, June 6.

Once interviews are complete, you can submit your rankings through your [Career Connects](#) account or complete the ranking form if you held on-campus interviews. When submitting your rankings, please rank only the students who you would be willing to hire.

Thank you for posting a job opportunity for Mount co-operative education students. We appreciate your support and are pleased to have you as an educational partner. If you have any questions, please feel free to call our office directly at 902-457-6493.

Sincerely,
Cynthia