
HOW THE RANK/MATCH PROCESS WORKS

Due to the large amount of students participating in the Asper Co-op Program, a Rank/Match process is used to identify hirings. This process aims to assure that the greatest number of matches will be made and that both students and employers will receive a match based on their preferences.

- Students interview with employers during a designated time period. After the last interview, the student decides which employers they would consider working for and ranks the positions by preference. Therefore, a #1 ranking would indicate an overall favourite; a #2 would be second favourite, etc.
 - By ranking an employer, a student **commits to accepting an offer** should a match occur, and therefore work for that employer without exception.
 - *If a student has a concern about not wanting to accept a particular position, they are to speak with a co-op coordinator PRIOR to submitting their ranking form.*
- When the employer has finished all interviews, the employer will submit ranks of the students. If an employer does not wish to hire a student, that student will not receive a rank.
- **All rankings remain confidential.**
- The Co-op Office compiles all rankings and will match employers to students. The matching process works on the principle of 'lowest sum wins'.
- The student and employer rankings are entered into an Excel sheet into corresponding cells to produce a total score for each combination. 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'. A #1 student rank and a #1 employer rank is an automatic match (hire).
- The process then continues by matching students with employers in a sequential manner by identifying total scores of 3, then 4, then 5, etc. ...until all possible combinations are exhausted.
 - 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.
- The results of the Rank/Match process are announced by email to both employers and students.

If you have any questions, contact us at the Asper Co-op Office 204-474-8521 or aspercoop@umanitoba.ca