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.

1. Employers submit their job posting(s) on the Asper Career Portal. All co-op postings are pre-screened by a co-op coordinator to ensure they meet co-op criteria.

2. All rank match job postings are advertised under the "co-op" categorized section of the Career Portal, with the same closing date.

3. Students are given a few weeks to prepare applications for their postings of choice. All applications are submitted online through the Career Portal and sent to employers on the students' behalf (unless the job description specifies any additional steps required).

4. The employer screens the applicants and identifies candidates for the interview process. The employer submits a 'short list' of candidates to the Co-op office.

5. 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.

    o   By ranking an employer, a student **commits to accepting an offer** should a match occur, and therefore work for that employer without exception.

    o   *If a student has a concern about not wanting to accept a particular position if matched, they are to speak with a co-op coordinator PRIOR to submitting their ranking form.*

6. 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.

7. **All rankings remain confidential.**

8. The Co-op Office compiles all rankings and will match employers to students. The matching process works on the principle of 'lowest sum wins'.

9. 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).

10. 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.

    o   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