

HELP, HOW DO I CO-OP?

JANUARY 11, 2023

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Career Advisor
Centre for Career Action



WHOSE LAND ARE WE ON?

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within the Office of Indigenous Relations.

Curious about the land that **you** are on?
<https://native-land.ca/>

At the top/bottom of your screen, you should see a menu that says, 'view options'. Click on that and select 'annotate'. Please select a stamp!

What faculty are you in?

	STAMP BELOW 😊
Arts	
Engineering	
Environment	
Health	
Math	
Science	

AGENDA

- Introduction to Co-op
- Co-op Cycles and Important Dates
- WaterlooWorks
- How do I apply?
- Arranging Your Own Job
- Interviews
- Rank & Match
- Supports & Resources
- Q&A



INTRODUCTION TO CO-OP

WHY CO-OP AT WATERLOO?



CO-OP PREP MODULES & PRESENTATIONS

- CFE (Co-op Fundamentals for Engineering; part of your Concepts Course)
 - Content, quizzes, resume review etc.
 - Refresher sessions
- PD1 (co-op prep modules on LEARN for non-Engineering students)
 - Components to complete
- Co-op 601 (co-op prep modules for grad students)
- Faculty specific Co-op 101's and 1B sessions

CO-OP CYCLES & IMPORTANT DATES

IMPORTANT DATES

Cycle #1

- ✓ Job Posting #1 (Week 2-5)
(submit 50 apps)
- ✓ Job Posting #2 (Week 3-5)
(submit up to 100 apps)
- ★ Match Results Available (Week 5)
Match results are released. Unmatched students will continue to next cycle

Cycle #2

- ✓ Job Posting #1 (Week 6-9)
***ARCH students begin here!**
(submit up to 150 apps)
- ★ Match Results Available (Week 9)
Match results are released. Unmatched students will continue to next cycle

Cycle #3-6

- ✓ Job Postings (Week 10-14)
New jobs posted daily
(submit up to 500 apps)
- ★ Final Match Results (Every Friday)
Match results are released. Unmatched students will continue to Direct Offers

Direct Offer

- ✓ Continue Applying
Continue searching for jobs after the final match to achieve minimum number of weeks for co-op credit
- ★ Employers Contact You
After applying, employers will contact directly about interviews and offers

Find important dates here: [Important dates](#) | [Co-operative Education](#) | [University of Waterloo \(uwaterloo.ca\)](#)

CYCLE 1 - BREAKDOWN

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Term Begins				
Week 2	Job Postings Open				
Week 3		Applications Due			
Week 4	Interview Period				
Week 5	Interview Period			Employer Rankings	Student Rankings → Match Results

IMPORTANT DATES – BOOKMARK THIS PAGE!

CO-OPERATIVE EDUCATION

Home
Co-op updates due to COVID-19
About co-op >
Important dates
How to find your co-op job >
Learn about your work term >
Work abroad >
Supports and resources >
Your co-op fee
Co-op student awards >
WaterlooWorks help >
Co-op student experience
Waterloo Experience (WE) Accelerate
Blog
Contact us >

Co-operative Education >
Important dates

IMPORTANT DATES FOR
Co-op students

IMPORTANT DATES FOR
Pharmacy co-op students

IMPORTANT DATES FOR
Architecture co-op students

Welcome, Waterloo co-op students! This webpage will give you a sense of what your recruiting term will look like if you're using the WaterlooWorks Co-op job board to search for jobs. For any jobs found outside of the WaterlooWorks Co-op job board, you can follow the [arrange own job process!](#)

- **Pharmacy and Architecture students:** please use the buttons above to view important dates for applying to [pharmacy](#) and [architecture](#) jobs.
- **Architectural Engineering students:** you can choose to apply for architecture jobs ([following the important dates for architecture students](#)) or any other job (following the calendars below).

Updates to our co-op hiring process

In response to the impact that COVID-19 has had on the job market, we're piloting a change to our hiring process to maximize the amount of choice, flexibility and convenience for students to search and apply for jobs and for employers to hire candidates. We hope this will encourage more employment opportunities for students and make it easier for students to find work!

uwaterloo.ca/co-operative-education/important-dates

- There are several cycles (usually 6) where you can:
 - View job postings
 - Apply to job postings by a certain deadline
 - Potentially interview with employers
 - Find out if you receive ranks/offers
 - Have the chance to rank employers (more info later...)
- After recruitment cycles are over, direct offer period begins. You can still apply on WaterlooWorks, but interviews/offers happen directly between you and employer.

WATERLOOWORKS

WATERLOOWORKS DASHBOARD



HOME

- UPLOAD A DOCUMENT
- CREATE APPLICATION PACKAGE
- SEARCH POSTINGS
- REGISTER FOR AN EVENT
- SEND A MESSAGE
- SUBMIT A FORM
- UPDATE SKILLS PROFILE

- DASHBOARD
- Hire Waterloo Co-op
 - Hire Waterloo
 - External Job Boards
 - Employer Information Sessions
 - Career Centre Events
 - Additional Networking & Professional Events
 - Appointments
 - Help
 - Logout

Welcome

- Dashboard
- Co-op
- Documents
- Postings / Applications
- Interviews
- Rankings
- Appointments
- Events
- Skills Profile

- Home
- My Account
- My Messages **10**
- My Forms

Welcome to your WaterlooWorks Dashboard, where you'll find job boards containing opportunities for co-op students, EDGE students, regular students, graduating students and alumni!

To search for jobs, select Hire Waterloo Co-op, Hire Waterloo and External Job Boards from the main menu.

- Co-op students:** Review our Getting started webpage for an overview of how to search for co-op jobs. You must be on a recruiting term, accept the terms and conditions and state your intentions to access co-op postings.

For help with your job search and overall career direction:

- Attend Centre for Career Action appointments, workshops and events by selecting "Career Centre Events" or "Appointments" on the main menu.
- Attend "Employer Information Sessions" and "Additional Networking and Professional Events" by selecting these options on the main menu. Check often as events are added continuously and registrations may reach capacity.
- Access exclusive career planning content and resources through CareerHub.

Questions?

- Co-op students:** Your co-op advisor is here to support you! Select "Send a message" from the main menu to connect with your advisor.
- EDGE students:** The EDGE Team is here to support you! Visit the EDGE website for more information or contact the EDGE Team for assistance.
- All students:** Contact the Centre for Career Action for help with your work search or overall career direction.
- Mental health support:** Contact Campus Wellness for mental health resources.

Remember: All University of Waterloo students are expected to follow the University's academic integrity policies.

New Messages

Today's Webcam Appointments and/or Interviews

0

Webcam Appointments

View

SERVICE TEAM

WTS

Career Advisors CCA (519-888-4567 x44047)

Co-op Sequence - Summary

Term: 2022 - Spring

Student is on a 'Study' Term

Term: 2022 - Fall

Terms and Conditions Accepted

Yes (Click Here to View)

ACCEPTING TERMS AND CONDITIONS, SUBMITTING JOB INTENTIONS

- UPLOAD A DOCUMENT
- CREATE APPLICATION PACKAGE
- SEARCH POSTINGS
- REGISTER FOR AN EVENT
- SEND A MESSAGE
- SUBMIT A FORM
- UPDATE SKILLS PROFILE

- DASHBOARD
- Hire Waterloo Co-op
 - Hire Waterloo
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"Participating in Job Search" allows for searching on WaterlooWorks and Arranging your Own Job

No upcoming schedules.

SERVICE TEAM

WTS Career Advisors CCA (519-888-4567 x44047)

Co-op Sequence - Summary

Term: 2022 - Spring

Student is on a 'Study' Term

Term: 2022 - Fall

Terms and Conditions Accepted Yes (Click Here to View)

Indicate your intentions for the upcoming work term by selecting one of the following options.

Intention :

Participating In Job Search

- -select--

Participating In Job Search

Finding Own Job

Other

You have indicated that you are participating in job search which provides you with access to online co-op job postings. If you have any questions, contact your Co-op Advisor. Be sure to notify Co-operative Education if your circumstances change in any way.

Submit

HIREWATERLOO CO-OP JOB BOARD

- Dashboard
- HIRE WATERLOO CO-OP**
- JOBS / APPLICATIONS**
- Interviews
- Hire Waterloo
- External Job Boards
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The **Waterloo Co-op** job board contains pre-approved co-op opportunities for undergraduate and graduate co-op students.

Next steps:

- Review [how to search for jobs on WaterlooWorks](#) using various techniques (e.g. quick search, keywords, clusters, advanced search and filters/sorts). You can also reference [WaterlooWorks Help: Search](#) for additional information.
 - Tip:** Use the filter by cluster function to search for jobs that employers have identified as being a good fit for the type of work you're interested in, or various academic programs that align with your skills.
 - Tip:** Try using the keyword "remote" to search for opportunities that could be completed from any location.
- Curious about where other co-op students have worked in the past? Check out our [Where co-op students work](#) dashboard!
- Learn how to [apply for jobs on WaterlooWorks](#).

Did you know that you can arrange your own job for co-op credit?

- Search on your own outside WaterlooWorks or select "Hire Waterloo > Other Jobs" or "External Job Boards" on the main menu to search for jobs that could be eligible for co-op credit through the [Arrange Own Job](#) process.

Note: Though job postings are reviewed by Co-operative Education to ensure they are legitimate and suitable for co-op credit, it can sometimes be difficult to catch postings that contain fraudulent information. Please exercise caution and sound judgment when responding to any job posting, even after you have accepted a job. If you have questions or concerns about a job on the Hire Waterloo Co-op job board, contact your co-op advisor. Learn more about how you can protect yourself from job posting scams.

Filter by Keyword

Filter by Region

Atlantic Canada
ON - Bruce, Grey, Simcoe Region
ON - Chatham-Kent, Essex, Lambton Regio
ON - Durham Region
ON - Eastern Ontario

Clear

Filter by Cluster

- Theme - Accounting and Financial Auditing
- Theme - Agricultural Science and Food Sy:
- Theme - Architecture and Design
- Theme - Business Administration
- Theme - Community Services, Fundraising

Clear

Filter by Level

Junior
Intermediate
Senior

Clear

Search

- or - [Advanced Search - Co-op Jobs](#)

QUICK SEARCHES:

89	For My Program
0	Applied To
0	Shortlist
4	Viewed
135	New Posting Since Last Login
129	Postings added in the last 7 days
0	Application Deadline Today
129	Application Deadlines in the next 10 Days

MY SAVED SEARCHES

i Saved searches will automatically expire 1 year after creation.

You have no saved searches

HOW TO MAXIMIZE YOUR JOB SEARCH

Advanced search functions:

- You can filter jobs by:
 - Location/region
 - Level (junior, intermediate, senior)
 - Work term duration (4- or 8-month work-term)
- In the “Targeted Degrees and Disciplines” section, you can search using thematic clusters or academic clusters.
 - **Thematic clusters** reflect the function of the job
 - **Academic clusters** reflect groupings of our various academic programs
- NOC codes (National Occupation Classification codes are Canada's national system for describing occupations – try adding these in your search criteria to explore more fields and occupations that may interest you)

Keyword tips:

You can search for keywords located anywhere within each job posting by using the “Keyword” search bar.

- Some keywords to try:
 - Skills for your field (e.g., lab sample analysis, clinical trials, data analysis, public policy, etc.)
 - Job categories (e.g., biology, political science, artificial intelligence, physics, etc.)
 - Position titles (e.g., research assistant, policy analyst, data analyst, food technologist)
 - Job IDs (if you happen to already know the specific Job ID)
 - Location (e.g., city, region, province, state, country, postal code)
 - Remote work opportunities that can be completed from any location (try searching for the keyword "remote"!)

“Typical” co-op jobs



- Each Faculty has a list of some of the typical co-op jobs in each program
- Please note: the jobs listed are based on trends from past co-op students and you are NOT limited to these jobs!
- <https://uwaterloo.ca/co-operative-education/about-co-op/typical-co-op-jobs>

WHERE CO-OP STUDENTS WORK

Co-op Employment Summary Where Students Work

This report gives a general sense of the industries and positions that other co-op students have worked in over the past 12 work terms.

Begin by selecting a faculty, program and work term level, or try selecting multiple categories. This is a great way to see where co-op students from similar programs and work term levels have worked in the past.

Please Note: New co-op programs may take several years to acquire enough data to be presented in this report. Only students' primary plans are reflected in this data (secondary minors or specializations are not included). Work Term Location data has been excluded due to the prevalence of remote jobs during COVID-19, with plans to re-introduce this data in the future.

Select a faculty:

Arts	Environment	Mathematics
Engineering	Health	Science

Select a program:

Select a work term level:

- Undergraduate
- Graduate

To select multiple filter options, press and hold "CTRL" (PC) or "command" (MAC).

Create Report

Clear Filters



<https://uwaterloo.ca/co-operative-education/about-co-op/where-co-op-students-work>



WHERE CO-OP STUDENTS WORK

Work Terms
Winter 2018 to Fall 2021

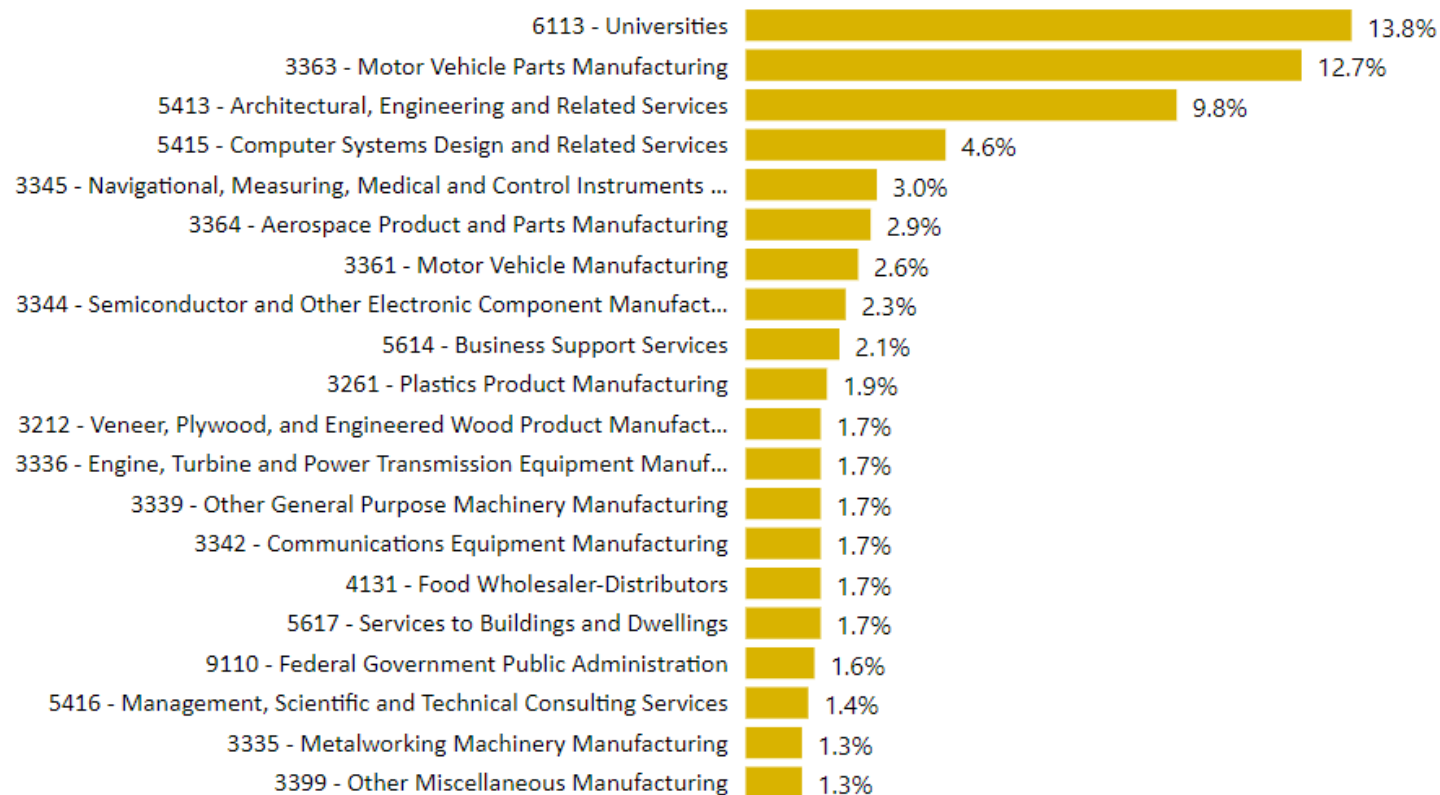
Faculty
Engineering

Program
Mechanical Engineering

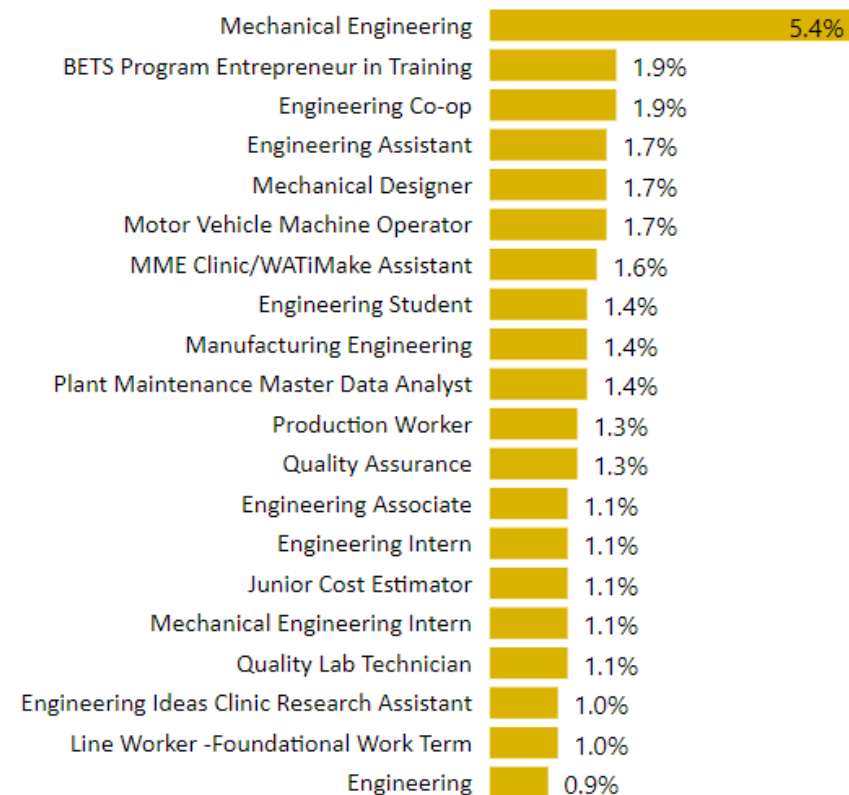
Work Term Level
1

Report Details: The report below gives a general sense of the industries and positions that other co-op students have worked in over the past 12 work terms. By clicking on different elements of the report, you can filter the data to get more specific results - where enough data is available.

Co-op Hires by Industry*



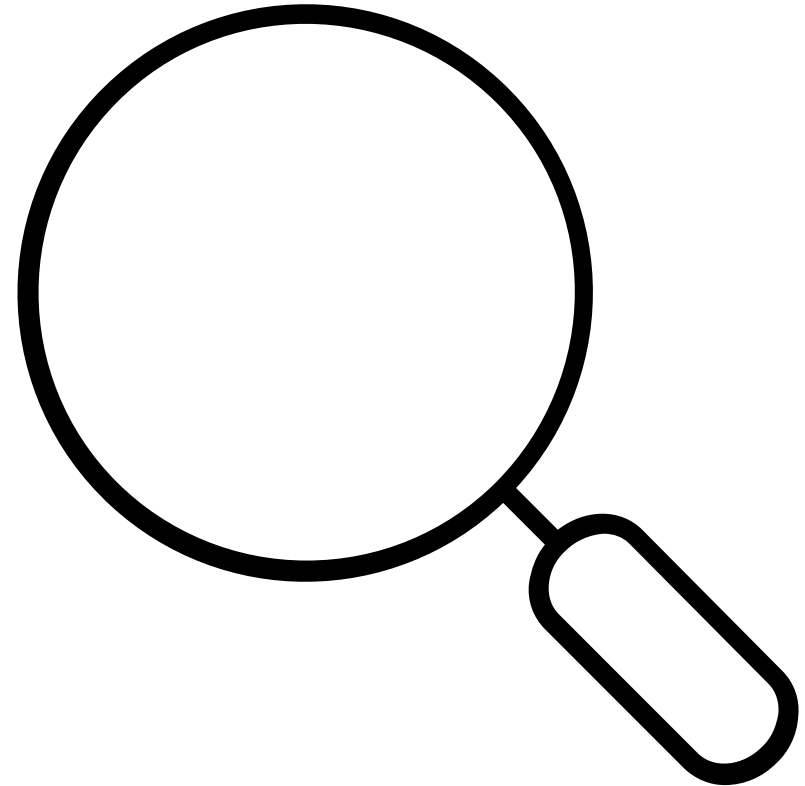
Co-op Hires by Job Title



*Hires sorted into Industry according to the North American Industry Classification System (NAICS 4-digit codes; click [here](#) to learn more).

TIPS ON READING JOB DESCRIPTIONS

- For My Program – a function in WaterlooWorks
- Collect and utilize keywords specific to the jobs, sectors or industries of interest
- Be sure to check length of work term – 4 month or 8 month?
- Location – where are you willing to live?
- Remote or on site – verify if the job is remote or not



REMEMBER

Every time you apply for a job on WaterlooWorks, you are agreeing to:

- Attend any interviews
- Honour any match results
- Commit to all job requirements specified in the job description

- So, while it's a great idea to be open-minded and flexible with the types of jobs you apply to, please only apply to jobs you realistically would take!

KEEP IN MIND...

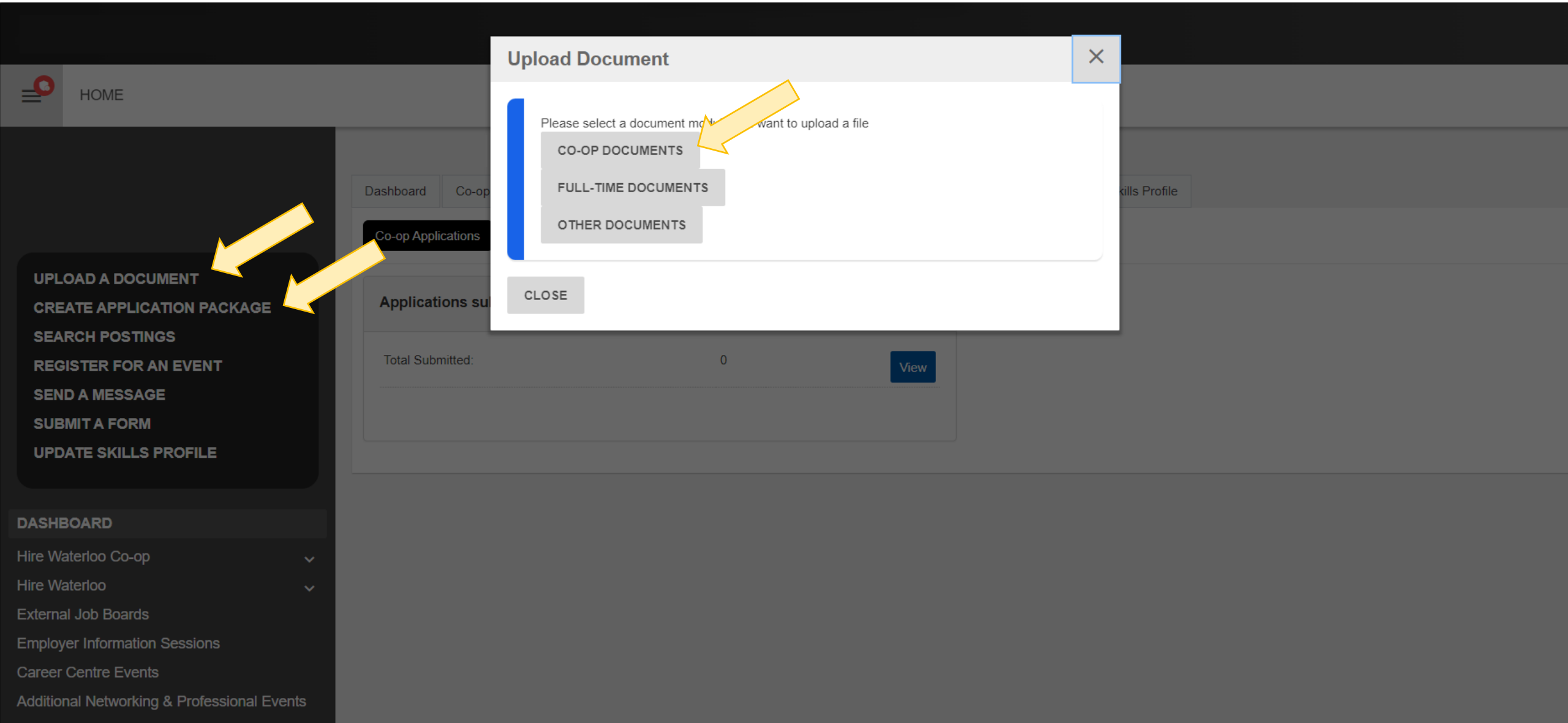
- There are job openings in plenty of industries you may not have considered, so it's helpful to remain flexible.
- Your co-op term now does not determine your future success; you can always use this work term as a building block to get the skills you will use in future terms.

HOW DO I APPLY?

CREATE AN APPLICATION PACKAGE FOR WATERLOOWORKS

- Cover Letter
- Résumé
- Work Term History (automatically included for you)
- Grade Report (automatically included for you)
- Other – Per Job Posting

CREATING AN APPLICATION PACKAGE



CREATING AN APPLICATION PACKAGE



HOME

Dashboard

HIRE WATERLOO CO-OP

Jobs / Applications

Interviews

Hire Waterloo

External Job Boards

Employer Information Sessions

Career Centre Events

Additional Networking & Professional Events

Appointments

Help

Logout

You must have documents of the following types:

Résumé

Grade Report

University of Waterloo Co-op Work History

Package Name *

This field is required.

Required:

Résumé *

Resume - Job ID - Org



Upload New

Grade Report *

-select existing-



University of Waterloo Co-op Work History *

-select existing-



Optional:

Cover Letter

-select existing-



Upload New

Submit

Upload a document

Grade Report and Co-op Work History documents already updated through Quest

WATERLOOWORKS SUPPORT



For WaterlooWorks help and frequently asked questions

Visit: uwaterloo.ca/co-operative-education/waterlooworks-student-help



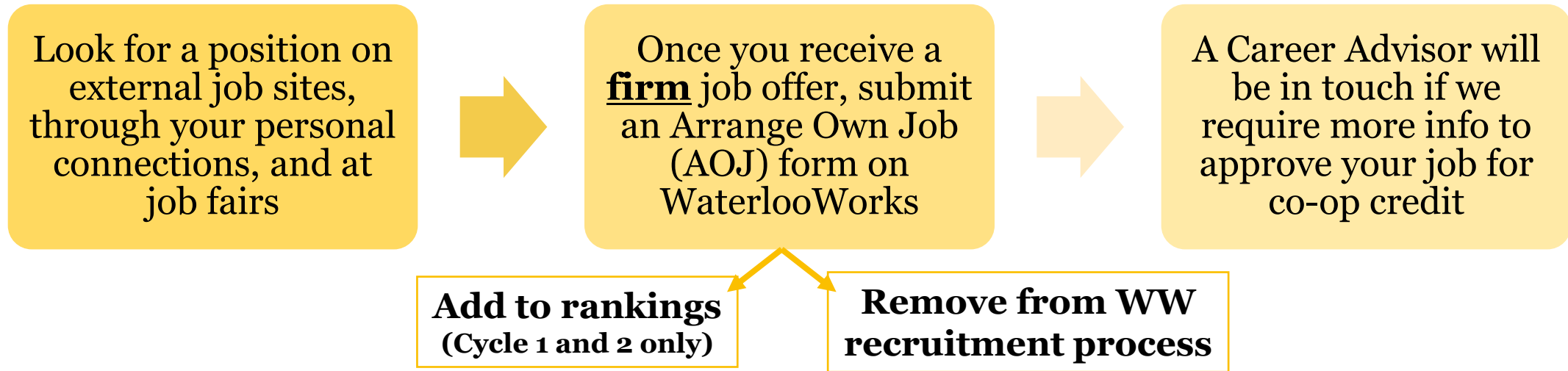
In the event of a technical issue with WaterlooWorks:

Contact CEE Hub

- Email: (ceehub@uwaterloo.ca)
- Phone: (519-888-4026) from Monday-Friday, 8:30-4:30 p.m. (EST)

ARRANGING YOUR OWN JOB

ARRANGING YOUR OWN JOB (AOJ)



Attend a co-op consult to learn more about:

- If a job that you are interested in is likely to receive a co-op credit
- What tax credits are available to your prospective employer
- How to provide an employer more information about co-op
- What options are available for you at a particular time

STANDARD WORK TERM

- Single employer/position
- Must relate to career/academic* goals
- 12-16 weeks
- Full time hours (35-40/week)
- Bridging Entrepreneurs to Students (BETS) for (undergraduate) first work term students

FLEXIBLE WORK TERM

- Single or multiple employers/positions
- Rationale for how it relates to career goals
- Single employer (8 weeks / 280 hours), multiple employers (12-16 weeks / 420 hours)
- Job(s) can be full-time or part-time
- Waterloo Experience (WE) Accelerate Program

BOTH

- Minimum wage OR meet unpaid/underpaid guidelines
- Can not be directly supervised by family (but you can work for a family business)
- Supervisor/coordinator must submit a Student Performance Evaluation for each position
- Location must adhere to travel advisories
- Students can work as independent contractors if they are located in Canada

*This info can be found in the chart on our Co-op Roles & Responsibilities page, linked [here](#)
flexibility for first work term (undergraduate) students in alignment to academic program

LAST DAY TO FIND WORK



There is lots of time to find a co-op job!

You have until **June 12** to secure employment for a standard co-op credit and **July 10** to secure employment for a flex term co-op credit.

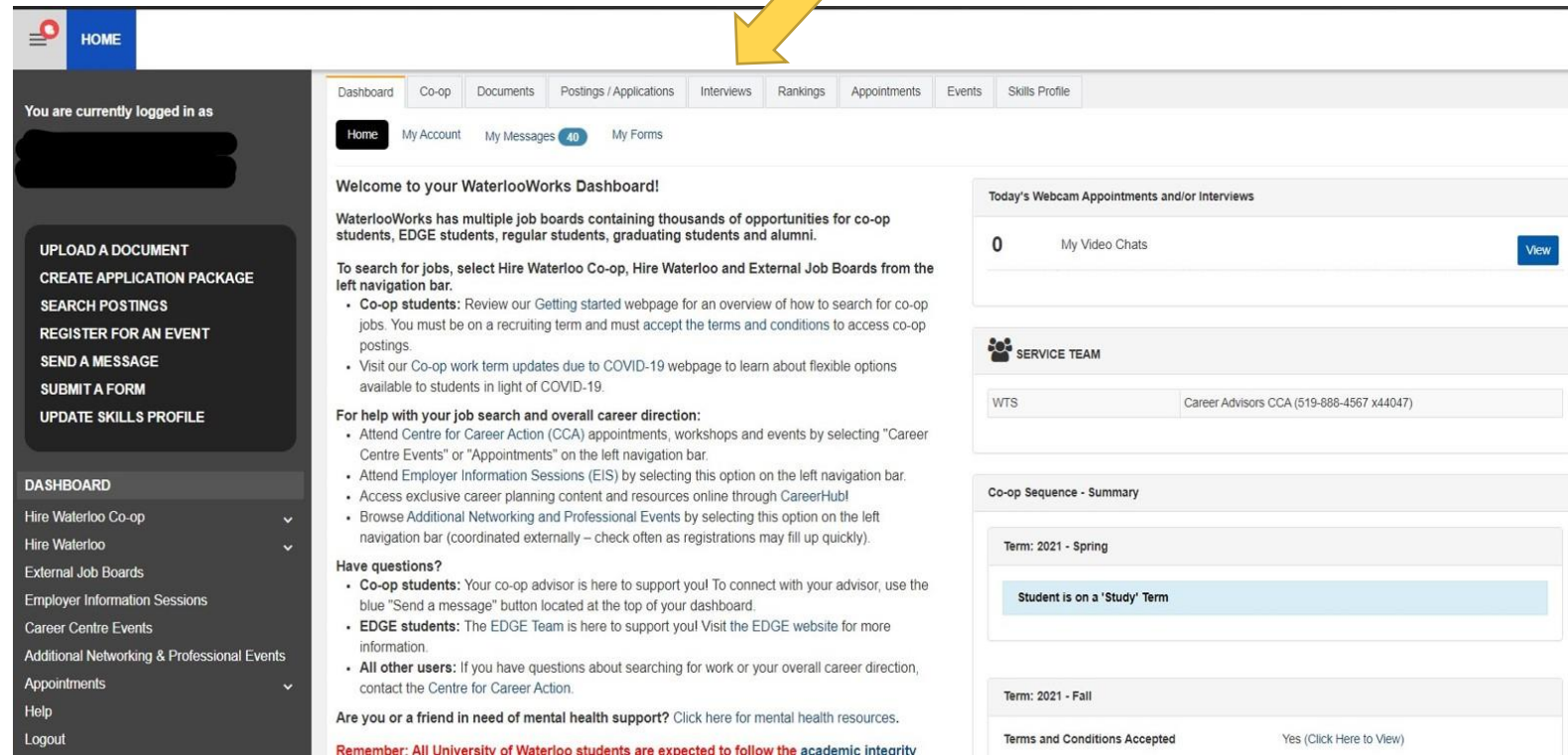
Read more about flexible work terms [here](#).

Please note: graduate co-op students are not eligible for flexible work terms

INTERVIEWS

BEING AWARE OF INTERVIEWS

- Check the co-op important dates for when interviews take place in the various co-op cycles
- Most employers coordinate interviews through WaterlooWorks, but some coordinate interviews directly
- Check interview tab and your UWaterloo email and phone for notifications or emails about upcoming interviews and confirmation instructions



The screenshot shows the WaterlooWorks dashboard interface. A yellow arrow points to the 'Interviews' tab in the top navigation bar. The dashboard includes a left sidebar with navigation options like 'HOME', 'DASHBOARD', and 'Hire Waterloo Co-op'. The main content area features a welcome message, job search instructions, and a 'Have questions?' section. A right sidebar displays 'Today's Webcam Appointments and/or Interviews' with a 'View' button, a 'SERVICE TEAM' section, and 'Co-op Sequence - Summary' for the 2021-2022 terms.

INTERVIEW SITUATIONS

Co-operative Education » How to find your co-op job »

Find a job on WaterlooWorks: Interview

WITHDRAWING WATERLOOWORKS

Applications and interviews

HAVE A SCHEDULE CONFLICT?

Interview conflicts

CONCERNS AFTER AN INTERVIEW?

Request to withdraw application

INTERVIEWING FROM A DISTANCE?

Off-campus support

OVERWHELMED WITH YOUR INTERVIEW SCHEDULE?

Request interview relief

RANK & MATCH

RANKING

- How does the ranking process work?
 - After interviews, employers submit rankings through WaterlooWorks by a certain date/time
 - After that, you'll be able to rank employers by a certain deadline
- In the background:
 - Employers rank you 1-10
 - You rank employers 1-10
 - Algorithm adds together both scores and picks lowest sum for each job
- **What you'll see:** "1" (Offer), "Ranked" (2-10), "Not Ranked" or nothing

RANKING: BEHIND THE SCENES

Just remember, you won't actually see the number the employer has entered!

Student View

Job	Employer ranking	Student ranking	Ranking result
Job 1	"Ranked" (2)	1	3
Job 2	"1" (Offer)	1	2
Job 3	"Not Ranked"	-	-
Job 4	"Blank - No Information"	-	-

GUARANTEED MATCH!

Student View

Job	Employer ranking	Student ranking	Ranking result
Job 1	"Ranked" (2)	1	3
Job 2	"1" (Offer)	2	3
Job 3	"Not Ranked"	-	-
Job 4	"Blank - No Information"	-	-

GAMBLE!



RANKING: BEHIND THE SCENES

Employer View			
Job	Employer ranking	Student ranking	Ranking result
Student 1	“1” (Offer)	2	3
Student 2	“Ranked” (2)	1	3
Student 3	“Ranked” (2)	2	4
Student 4	“Ranked” (3)	2	4

POSSIBLE MATCH!

RANKING: BEHIND THE SCENES

Student View			
Job	Employer ranking	Student ranking	Ranking result
Job 1	“Not Ranked”	-	-
Job 2	“1” (Offer)	10	11
Job 3	“Not Ranked”	-	-

Employer View			
Job	Employer ranking	Student ranking	Ranking result
Student 1	“1” (Offer)	10	11
Student 2	“Not Ranked”	-	-
Student 3	“Not Ranked”	-	-
Student 4	“Not Ranked”	-	-

MATCH!

RANKING: WHAT YOU'LL SEE

These rules must be followed for ranking:

- All positions must be ranked (ie: leave none as "Pending").
- A maximum of 3 Not Interested rankings are allowed
- A not interested reason is required for each not interested ranking

(Job ID) Job Title Organization - Division	Employer Ranking	Employer Notes	Ranking Deadline	My Ranking
view 	1		07/12/2022 02:00 PM	Pending 
view 	Not Ranked	We are going with a more senior candidate but would love to continue the conversation and potentially speak about a work term in the future.	07/12/2022 02:00 PM	Not Ranked 
view 	Ranked		07/12/2022 02:00 PM	Pending 

IMPORTANT TO NOTE

Important! You can submit up to three “**Not Interested**” rankings per term

- Guarantees that you will not be matched with this particular job
- Gives you the opportunity to prioritize other jobs of interest

If you rank a job a 10, you can still be matched with that job!

Remember: co-op advisors are available to help with ranking strategies!

Rank/Match Choose Your Own Adventure!

COMMON QUESTIONS

How many #1's can an employer submit?

An employer can submit as many #1's (offers) as they have openings. For example, if an employer has 5 openings, they can rank 5 students as a #1.

How many #2's, #3's, etc. can an employer submit?

An employer can submit as many #2's, #3's, etc. as they'd like, if they wanted to group subsets of students together.

SUPPORTS & RESOURCES

CONTACT US

- UPLOAD A DOCUMENT
- CREATE APPLICATION PACKAGE
- SEARCH POSTINGS
- REGISTER FOR AN EVENT
- SEND A MESSAGE
- SUBMIT A FORM
- UPDATE SKILLS PROFILE

- DASHBOARD
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CO-OP CONSULTS

- Looking for your first co-op job and have a co-op question?
- Available on a drop-in basis (no appointment necessary)
 - Virtual hours are:
 - Monday to Friday from 8:30am – 2:30pm EST
 - In-person hours are:
 - Tuesday from 10:30am – 12:30pm EST
 - Wednesday from 12:30pm – 2:30pm EST
- Connect through our [Live Chat](#) or phone 519-888-4047 to speak with CCA Front Desk staff who will put you in touch with a Career Advisor

CAREER ADVISORS



Help with finding your
first co-op job

Résumé, Cover Letter,
Interview Prep

Career Planning Advice

Further Education
Planning

ACADEMIC ADVISORS



Co-op Sequence

Course Selection

Co-op Degree Requirements

[Find my advisor](#)

IMMIGRATION CONSULTANTS



Co-op Work Permits

Study Permit

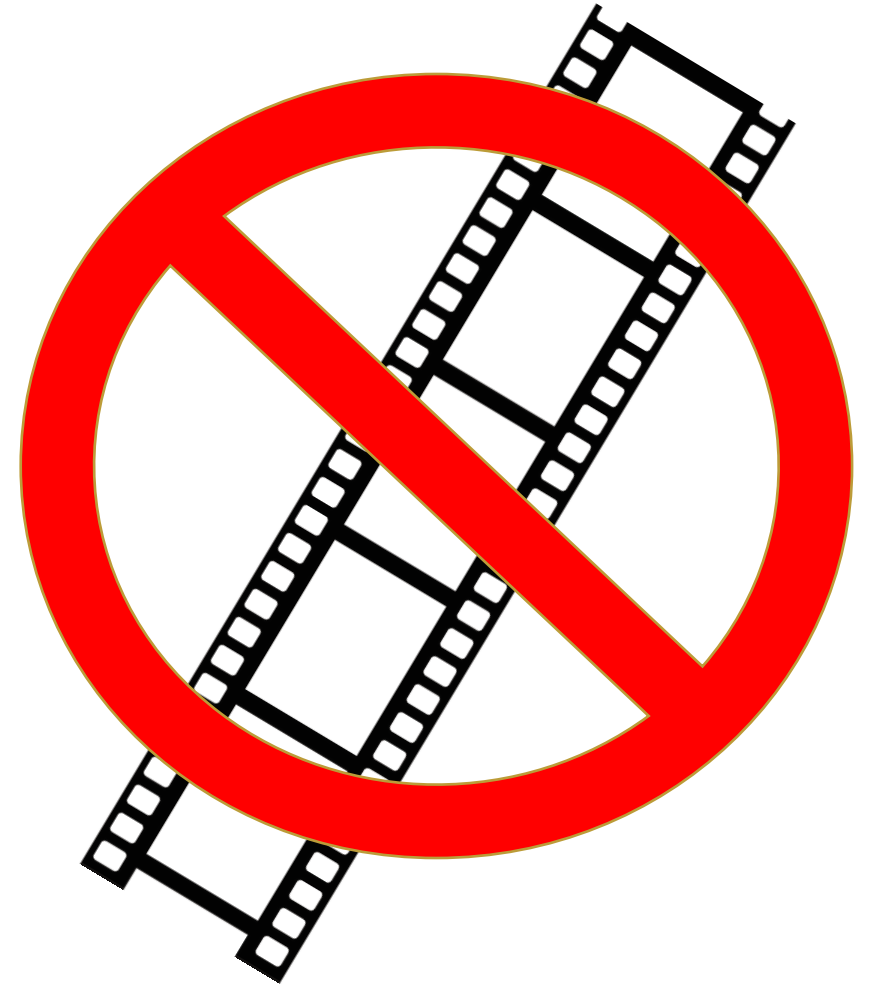
Electronic Travel
Authorization (eTA)

Social Insurance Number

Creating a Bank Account

[Find an Immigration
Consultant](#)

We will stop the recording
for the Q&A portion



SURVEY

- We really appreciate your feedback!
- Before we head into the Q&A portion, please take a few minutes to submit your feedback anonymously – this helps us improve for future workshops 😊
- Please visit the link here:
https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_cvZOaWGHooYvdYO
- Alternatively, you can scan this QR code with your phone!



OPEN Q&A TIME!

If comfortable, you're welcome to come off mute!

If not, you can send a message in the chat or send it to me directly (to share anonymously)

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