

CO-OP FUNDAMENTALS FOR ENGINEERING (CFE) REFRESHER

Winter 2023

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Career Advisors
Centre for Career Action



FACILITATORS



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(she/her)
Career Advisor



Molly Furness
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Career Advisor

AGENDA

- First 30 minutes - 8-Stream Refresher Checklist
 - ✓ Stay on top of the recruitment term
 - ✓ Using WaterlooWorks
 - ✓ Know your supports
 - ✓ Next steps
- Last 30 minutes – Q&A period

Recording will start now and be turned off for the Q&A.

❑ Stay on top of the recruitment term

- Understand your recruitment term
- Bookmark the Important Dates page and set reminders to check it often if needed
- **Tip:** Add key cycle dates/times directly in your calendar

❑ WaterlooWorks

- Log into WaterlooWorks and accept the terms and conditions in order to view the job postings
- Familiarize yourself with your dashboard and its functions
- Bookmark and use the WaterlooWorks Help website for support

❑ Note the different supports and services available to you

- Bookmark the different support websites
- Decide which might be helpful for you to utilize this cycle

❑ Next steps

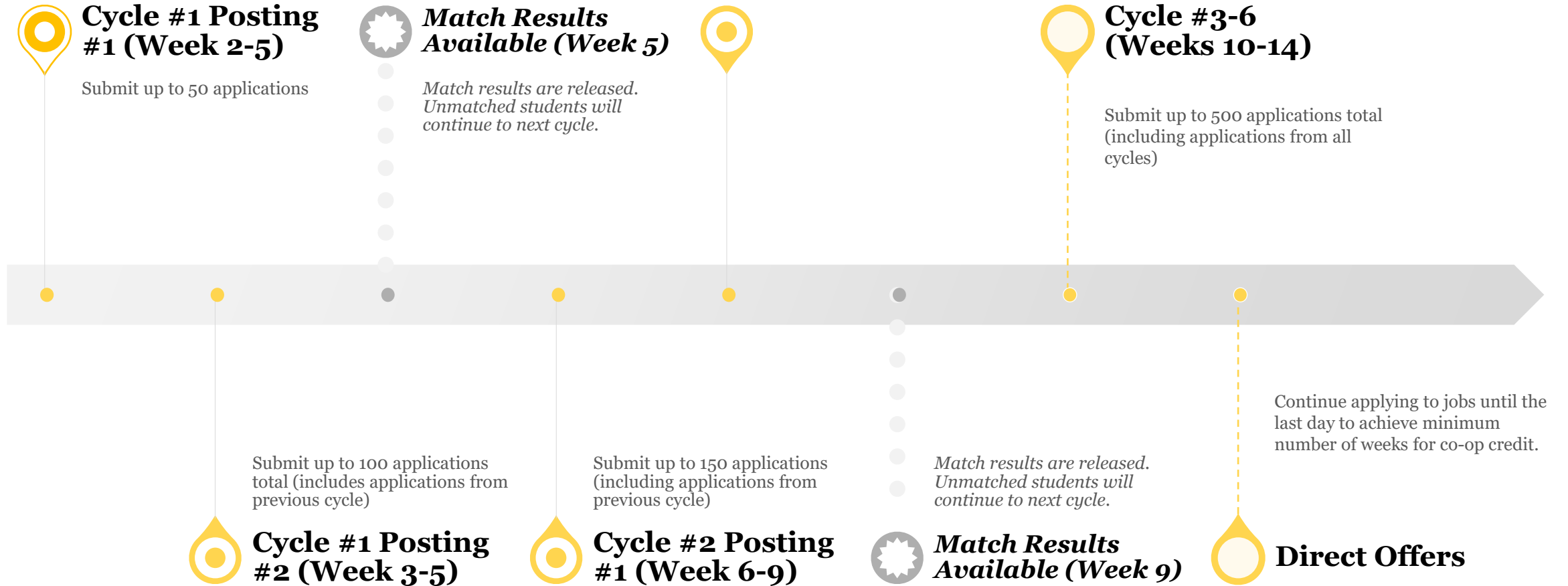
- Job searching: Learn how to apply externally and on WaterlooWorks job boards
- Get your resume and cover letters ready – use CFE, CareerHub, Appointments, Consults and workshops for support
- Prepare for interviews
- Understand rank/match
- Revisit CFE content for specific information as needed
- Check your school email and WaterlooWorks messages daily for important updates, interview details, rank/match process updates, and more

8-Stream Refresher Checklist



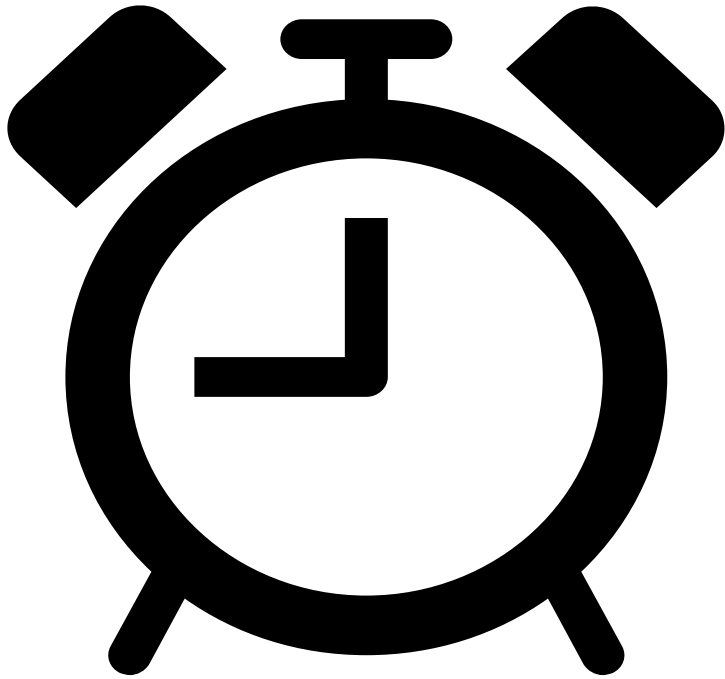
RECRUITMENT TERM OVERVIEW

RECRUITMENT TERM OVERVIEW



Suggested Spring 2023 work term dates: May 8 – August 25

LAST DAY TO FIND WORK



There is lots of time to find a co-op job and **it is normal to not be employed immediately after the first cycle!**

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](#).

IMPORTANT DATES

Open your web browser to complete the action items


CO-OP PROCESS: CYCLE 1

1. Bookmark the Important Dates Webpage now
2. Set reminders to check it often
3. Note the key dates for this cycle/term and consider adding them directly into your calendar

You are here!

Cycle 1 dates to add to your calendar!

Winter 2023 important dates

Viewing on Mobile?  Turn your device horizontal to fully view the chart or view the [winter monthly calendar](#).

	<i>Number of apps you can submit</i>	<i>Job postings open</i>	<i>Apps due (ET)</i>	<i>Interview period</i>	<i>Employer rankings available (ET)</i>	<i>Student rankings due (ET)</i>	<i>Match results available (ET)</i>
Cycle 1 Posting 1	Submit up to 50 apps	Jan. 9 - 16	Jan. 17 at 9 a.m.	Jan. 23 - Feb. 8	Feb. 9 at 2 p.m.	Feb. 10 at 2 p.m.	Feb. 10 by end of day
Cycle 1 Posting 2	Submit up to 100 apps total (includes apps from previous cycle)	Jan. 18 - 23	Jan. 24 at 9 a.m.	Jan. 23 - Feb. 8	Feb. 9 at 2 p.m.	Feb. 10 at 2 p.m.	Feb. 10 by end of day
Cycle 2 Posting 1	Submit up to 150 apps total (includes apps from previous cycles)	Feb. 13 - 16	Feb. 17 at 11:59 p.m. (*new time)	Mar. 1 - 8	Mar. 9 at 2 p.m.	Mar. 10 at 2 p.m.	Mar. 10 by end of day
Cycle 3	Submit up to 500 apps total	Beginning Mar. 14 New jobs are posted daily and stay live for 2		Mar. 21 - 23	Mar. 23 at 8 p.m.	Mar. 24 at 11 a.m.	Mar. 24 by end of day



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Note the different supports and services available to you

- Bookmark the different support websites
- Decide which might be helpful for you to utilize this cycle

Next steps

- Job searching: Learn how to apply externally and on WaterlooWorks job boards
- Get your resume and cover letters ready – use CFE, CareerHub, Appointments, Consults and workshops for support
- Prepare for interviews
- Understand rank/match
- Revisit CFE content for specific information as needed
- Check your school email and WaterlooWorks messages daily for important updates, interview details, rank/match process updates, and more.

8-Stream Refresher Checklist



WATERLOOWORKS

Open WaterlooWorks to complete the action items

ACCEPTING TERMS AND CONDITIONS & SUBMITTING JOB SEARCH INTENTIONS

PARTICIPATING IN JOB SEARCH:
Allows for both searching on
WaterlooWorks and Arranging your
Own Job

• **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 and must accept the terms and conditions to access co-op

COVID-19 webpage to learn about flexible options

Career direction:

Appointments, workshops and events by selecting "Career" in the navigation bar.

by selecting this option on the left navigation bar.

and resources online through CareerHub!

Professional Events by selecting this option on the left

click often as registrations may fill up quickly).

- **Co-op students:** Your co-op advisor is here to support you! To connect with your advisor, use the blue "Send a message" button located at the top of your dashboard.
- **EDGE students:** The EDGE Team is here to support you! Visit the EDGE website for more information.
- **All other users:** If you have questions about searching for work or your overall career direction, contact the Centre for Career Action.

Are you or a friend in need of mental health support? [Click here for mental health resources.](#)

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

New Messages

New Messages

40

Your Upcoming Schedule

No upcoming schedules.

SERVICE TEAM

WTS

Career Advisors CCA (519-888-4567 x44047)

Co-op Sequence - Summary

Term: 202X - TERM

Student is on a 'Study' Term

Term: 202X - TERM

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 posting strategies, contact your Co-op Advisor. Be sure to notify Co-op if your circumstances change in any way. and interviews, or if your

Submit

WATERLOOWORKS DASHBOARD

 HOME

You are currently logged in as


- 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

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

Home My Account My Messages 40 My Forms

Welcome to your WaterlooWorks Dashboard!

WaterlooWorks has multiple job boards containing thousands of 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 left navigation bar.

- 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 and must accept the terms and conditions to access co-op postings.
- Visit our Co-op work term updates due to COVID-19 webpage to learn about flexible options available to students in light of COVID-19.

For help with your job search and overall career direction:

- Attend Centre for Career Action (CCA) appointments, workshops and events by selecting "Career Centre Events" or "Appointments" on the left navigation bar.
- Attend Employer Information Sessions (EIS) by selecting this option on the left navigation bar.
- Access exclusive career planning content and resources online through CareerHub!
- Browse Additional Networking and Professional Events by selecting this option on the left navigation bar (coordinated externally – check often as registrations may fill up quickly).

Have questions?


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Today's Webcam Appointments and/or Interviews

0 My Video Chats [View](#)

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WATERLOOWORKS HELP

Bookmark and use the WaterlooWorks help website for support with:

- Getting started on WaterlooWorks
- Job searching
- Submitting Applications
- Interviews
- Rank/match

WaterlooWorks help



WaterlooWorks is our online system designed to guide students and employers through the co-op process. Login to find a job, schedule interviews and connect with your [co-op advisor](#).

If you need help navigating WaterlooWorks, click on the buttons below or contact [CEE Hub](#) in the event of any technical issues.

<i>Information for:</i>	<i>How to topics:</i>
WATERLOOWORKS HELP Getting started	<ul style="list-style-type: none">• Verify your information on WaterlooWorks• Accept the terms and conditions and submit your intentions• Connect with your co-op advisor• Understand WaterlooWorks key terms• Understand your student status in WaterlooWorks• Complete your skills profile• Submit/edit forms on WaterlooWorks
WATERLOOWORKS HELP	<ul style="list-style-type: none">• Access various WaterlooWorks job boards• Search for jobs using WaterlooWorks

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8-Stream Refresher Checklist



RESOURCES & SUPPORTS

GET SUPPORT

- Send message in WaterlooWorks to Career/Co-op Advisors
- Attend a virtual 15-minute co-op consult via Live Chat. Available on a drop-in basis (no appointment necessary) 8:30 a.m. - 2:30 p.m., EST Monday to Friday.
- Attend a resume appointment in WaterlooWorks for support with your resume, cover letter, interview skills, career exploration and more
- Attend a workshop on a variety of co-op and career related topics
- Review the content on CFE and CareerHub
- Day-of interview concerns? Call 519-888-4026
- Mental health support available through counselling services, Here 24/7 or EmpowerMe for multilingual support



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8-Stream Refresher Checklist



NEXT STEPS

Job search | Application documents | Interviews | Rank/Match | More

JOB SEARCHING: KNOW YOUR OPTIONS

**Arrange
Your Own
Job**



**Waterloo
Works**

ARRANGING YOUR OWN JOB (AOJ)

- Follow the AOJ process if job searching on external sites (ex. Indeed), through personal connections, or the ‘Other’ WaterlooWorks job board
- Process:
 - Consider requesting a ‘Letter of Introduction’ from your Co-op Advisor to add to your applications
 - Brush up the funding options available to employers
 - Review the standard vs flexible work term options
 - Apply to jobs as you see fit
 - Once you have a firm offer, submit an Arranged Own Job form in WaterlooWorks

Learn more about each step of the AOJ process on [this website](#)
- Attend a co-op consult to chat with a Career/Co-op advisor about this process, potential jobs, tax credit options and more

Tips:

- Bookmark these websites for future reference if you plan to arrange your own job
- Attend a virtual drop-in co-op consult Monday – Friday 8:30 – 2:30pm talk about it with a Career Advisor

HIRE WATERLOO CO-OP JOB BOARD

HOME

You are currently logged in as [REDACTED]

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

The WaterlooWorks Co-op job board contains a large number of opportunities for undergraduate and graduate co-op students that have been pre-approved for co-op credit. As 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, please contact your co-op student advisor using the "Send a message" button on your WaterlooWorks dashboard. Learn more about how you can protect yourself from job posting scams.

- Next steps:**
- Learn how to search for a job and in a variety of ways including keyword, region, quick searches or the advanced search
 - Learn how to refine your search results by using various filters or sorts
 - Tip: Try using the keyword "remote" to search for opportunities that could be completed from any location in light of COVID-19!
 - Learn how to apply for jobs on WaterlooWorks
 - Visit our Co-op work term updates due to COVID-19 webpage to learn about flexible options available to students in light of COVID-19.

- Other ways to search for co-op jobs:**
- Use the "Hire Waterloo" > "Other Jobs" job board link on the left navigation bar to search for jobs that could be eligible for co-op credit through the Arrange Own Job (AOJ) process.
 - Use the "External Job Boards" link on the left navigation bar to search for jobs outside WaterlooWorks that could be eligible for co-op credit through the Arrange Own Job (AOJ) process.
 - Search for co-op jobs on your own by following the Arrange Own Job (AOJ) process.

Filter by Keyword

Filter by Region

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

Filter by Cluster

- Theme - Accounting and Financial Auditin
- Theme - Agricultural Science and Food P
- Theme - Architecture and Design
- Theme - Business Administration
- Theme - Computing: Hardware

Filter by Level

- Junior
- Intermediate
- Senior

Clear Clear Clear

Search

- or - Advanced Search - Co-op Jobs

QUICK SEARCHES:

- 0 For My Program
- 77 Applied To
- 23 Shortlist
- 158 Viewed
- 3 New Posting Since Last Login
- 1 Postings added in the last 7 days
- 0 Application Deadline Today
- 2 Application Deadlines in the next 10 Days

MY SAVED SEARCHES

Saved searches will automatically expire 1 year after creation.

You have no saved searches

SEARCH POSTING

Enter the job ID you are searching for

Search

HIRE WATERLOO 'OTHER JOBS' BOARD



HOME

You are currently logged in as



Dashboard

Hire Waterloo Co-op

HIRE WATERLOO

Full-time Jobs

Other Jobs

External Job Boards

Employer Information Sessions

Career Centre Events

Additional Networking & Professional Events

Appointments

Help

Logout

Hire Waterloo

Select which job board you would like to access

Full-time Jobs - ALL students can access this job board to view full-time opportunities.

Other Jobs - ALL students can access this job board to view a variety of opportunities (Contract/Temp, Part-time/Casual, Seasonal, Summer, Potential Co-op, etc.)

Co-op students:

- Visit our [Co-op work term updates due to COVID-19](#) webpage to learn about flexible options available to students in light of COVID-19.
- If you find a job through the "Other Jobs" board, please contact your co-op advisor and follow the [Arrange Own Job \(AOJ\)](#) process to determine if the job is eligible for co-op credit.

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 – extra important to pay attention to the required work term length
- Only apply to jobs you realistically would take!

RESUMES & COVER LETTERS

RESUMES & COVER LETTERS

Get your resume and cover letters prepared

Utilise the below resources/services for support:

- Review CFE course content
- CareerHub
- Resume or Cover letter appointment
- Workshops

INTERVIEWS

PREPARING FOR INTERVIEWS

- Check WW interview notices and schedules daily – confirm interview method (phone or webcam)
- Review the job description and research the employer ahead of time
- Have a copy of your application package along with the job description handy
- Practice common interview questions (see CareerHub for ideas)
- Time your answers and practice out loud
- Prepare questions to ask the employer (see CareerHub for ideas)

RESOLVING SCHEDULED INTERVIEW CONFLICTS

- Expectation is that you attend all individual interviews
- Conflict?
 - Don't contact employers directly
 - Easiest solution: switch with another student. If unable to switch, fill out an Interview Conflict form in WaterlooWorks
- Day of conflict or concern?
 - Call 519-888-4026 for assistance

INTERVIEW CONCERN FORMS/OPTIONS

Submit the appropriate form in WaterlooWorks (WW):

- **Request to Withdraw Application (after interview)**
 - **What:** In truly exceptional circumstances, this form is granted when something concerning takes place that was not outlined in the job description
 - **Process:** Complete the form in WW within 48 hours after the interview > discuss the request with an advisor > if approved, your application will be withdrawn, and you will not be considered for the position. Learn more [here](#)
- **Interview Relief Form**
 - **What:** Submit this form if you are feeling overwhelmed with your interview schedule.
 - **Process:** Complete the form in WW > an advisor will contact you to chat more > if approved, your application(s) will be removed and you will not be considered for the position(s). Learn more [here](#)

RANK/MATCH

RANK/MATCH

- How it works:

(Employers rank students 1-10)
+ (Students rank employers 1-10)

= Algorithm selects lowest sum
to result in a match

- What you'll see:
 - “**Offer**” = employer ranked you a “1” and offered you the job.
 - “**Ranked**” = employer ranked you somewhere between 2-10.
 - “**Not Ranked**” = employer has chosen not to rank you.
 - “**Blank**” = employer may not be pursuing any candidates and may repost.

USING “NOT INTERESTED”

- The only way to NOT be matched with a job is to use a NOT INTERESTED; ranking an employer a “10” can still result in a match
- Students have the option to use their “not interested” during rankings, to ensure that they are not matched with a job
- This is available to students **three times per recruiting term**
- A reason must be selected from a dropdown list - this reason may be shared with the employer so pick the most logical option

RANK / MATCH SIMULATION

Use the Rank/Match: Choose your own adventure simulation to:

- Apply what you've learned
- Practice what you'll do
- Learn about different scenarios

Try it out yourself [here!](#)

TIP: bookmark it now for future reference!

RANK/MATCH: Choose Your Own Adventure



AFTER THE MATCH

- Check WaterlooWorks for match results + note your new employer
- Not matched? We know it's disappointing, but there's still lots more cycles to come!
- If you do get matched:
 - You are obligated to accept the match – if you have concerns attend a co-op consult
 - Act on instructions sent to you in WaterlooWorks
 - Check email for pre-employment requirements/further contact from employer
 - Check WaterlooWorks – bottom-right hand of your dash will show you your new employer information as well as your new Student Advisor/Work Term Support (WTS) supporting you

CFE CONTENT CHEAT SHEET

Part 1	1.1 - Introduction to Co-op 1.2 - The Co-op process 1.3 - Resumes 1.4 - Cover letters
Part 2	2.1 - Using WaterlooWorks 2.2 - Uncovering the hidden jobs and making connections 2.3 - Time management
Part 3	3.1 - Preparing for Interviews 3.2 - Dealing with Interview Conflicts 3.3 - The rank/match process
Part 4	4.1 - Skills profile and Future Ready Talent Framework 4.2 - Arranging Your Own Job and more work search options
Part 5	5 - Workplace Harassment

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8-Stream Refresher Checklist



UPCOMING REFRESHER SESSIONS

Get key need-to-know information about what is happening in the term, as well as what you must do as a co-op student seeking employment. The last 30 minutes of each session is reserved for a Q&A period.

SESSIONS	KEY TOPICS	DATE / TIME	ZOOM LINK
Session 1 – Cycle 1, Posting 1	Staying on top of the recruitment term, WaterlooWorks review, supports & services, start of term action items and more	Thursday, January 12, 5:30 – 6:30pm	Join Zoom Meeting: Meeting ID: 991 6747 2755 , Passcode: 852308 https://uwaterloo.zoom.us/j/99167472755?pwd=by9LQUZwN1czT3dMREtwbotlSXdoZzo9
Session 2 – Cycle 1, Posting 2	(repeat) Staying on top of the recruitment term, WaterlooWorks review, supports & services, start of term action items and more	Thursday, January 19, 5:30 – 6:30pm	Join Zoom Meeting: Meeting ID: 950 4996 6005, Passcode: 858420 https://uwaterloo.zoom.us/j/95049966005?pwd=R2hNalNFNVZUZndERlgwWklCV2pvdzo9
Session 3 – Cycle 2	What to expect in Cycle 2, searching for work, key action items and more	Wednesday, February 15, 5:30 – 6:30pm	Join Zoom Meeting: Meeting ID: 992 2178 8640 , Passcode: 963020 https://uwaterloo.zoom.us/j/99221788640?pwd=ZjRNMIJiUjVaclZFQ1dOSGZCZ3Y4dz09
Session 4 – Cycle 3	What to expect in Cycle 3 and beyond, searching for work, other employment options, key action items and more	Monday, March 13, 6:30 – 7:30pm	Join Zoom Meeting: Meeting ID: 910 6859 1431, Passcode: 978727 https://uwaterloo.zoom.us/j/91068591431?pwd=SlE4V2hFRVksZFAvejhRbkE5T3dhdz09

*Need 1-on-1 support? Remember, free virtual drop-in co-op consults are available Monday-Friday from 8:30am – 2:30pm through the Centre for Career Action. [Learn more about in-person options here](#) and/or access consults directly through [the Live Chat](#).

Q&A

Use the chat or unmute to ask questions

Still have questions? Attend a drop-in co-op consult to chat with a Career Advisor
Monday – Friday, 8:30am – 2:30pm

UNIVERSITY OF WATERLOO



YOU+WATERLOO

Our greatest impact happens together.