

INFORMATION SESSION FOR GRADUATING STUDENTS

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Here for all students!

Regular

Co-op

Undergrad

Grad – All Levels

Alumni

Employees



Job Search Tactics

Résumé

Cover Letter

Interview Prep

Career Exploration

Grad School Prep



Individual Appointments

Drop-ins

Workshops

Online Resources

uwaterloo.ca/career-action

CCA APPOINTMENTS

- **Searching for a job?**

- Book a résumé, cover letter, mock interview, or work search appointment.

- **Interested in career planning?**

- Book an initial *Career Consult* to start this conversation. From there you will work with an advisor to explore self-assessments, career decision making tools and occupational research.

- **In graduate school?**

- Book a curriculum vitae (for academic and/or research and development positions), résumé, letter, mock interview or work search appointments.

- 1-on-1 sessions
- Booked in advance
- Offered in person, over the phone, or via webcam

*Alumni receive 3 complimentary appointments after graduating; \$40/appt thereafter

 **Book online to attend:** www.waterlooworks.uwaterloo.ca

FURTHER EDUCATION APPOINTMENTS

Applying to graduate or professional school?

- Book an appointment with a Further Education Career Advisor for support on:
 - Decision-making about your further education plans
 - Discussing how to become competitive for a specific program (e.g., grades, or admission tests)
 - Advice on your application documents (e.g., personal statements or CVs)
 - Supporting your interview preparation for professional programs
- To request further education support, fill out this form: <https://bit.ly/3bqOQ1L>

*Note: only available for current students

SAME-DAY VIRTUAL DROP-INS

Drop-in Schedule for Spring 2022

Résumé, cover letter, interview –
Masters and undergraduate students

Available online.
10:00 a.m. – 6:00 p.m. (ET)

Career Consults –
Master's and undergraduate students

Available online.
12:00 p.m. – 2:00 p.m. (ET)
4:00 p.m. – 6:00 p.m. (ET)

Work Search drop-ins –
Master's and undergraduate students

Available online.
9:00 a.m. – 10:00 a.m. (ET)
12:00 p.m. – 1:00 p.m. (ET)

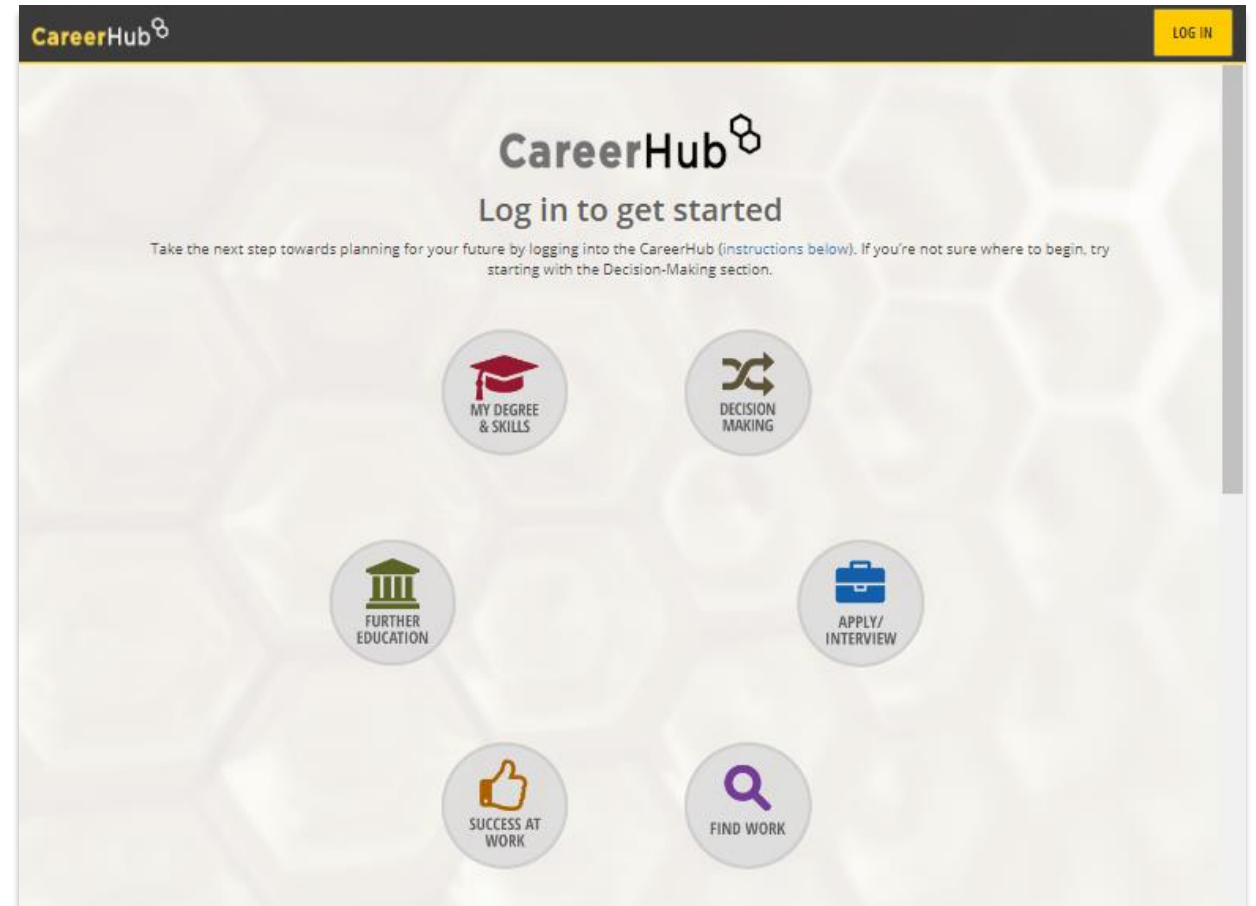
- Book online on WaterlooWorks
- 1-on-1 sessions
- 20 minutes
- Unlimited access for students
- Not available for alumni at this time

See [How to Book an Appointment](#) for details, [live chat](#) between 8:30 a.m. and 4:30 p.m., Monday to Friday, or contact careers@uwaterloo.ca for further support.

 **Book online to attend:** www.waterlooworks.uwaterloo.ca

CAREERHUB - careerhub.uwaterloo.ca

- Log in with your WATIAM credentials
- 24/7 access to career resources made specifically for University of Waterloo students
- Résumé and cover letter guidelines and tips
- Common interview questions and interview supports
- Advice on what questions to ask an employer during interviews
- Tips for searching for work both inside Canada and internationally
- Considerations for further education



CCA EVENTS & WORKSHOPS

- Resume Tips: Thinking Like an Employer
- Digging into LinkedIn
- Discover a Career You'll Love
- Skills to Build Your Career On
- Personality and Your Career
- Workshops are unlimited - even for alumni!

The screenshot shows a web-based calendar for 'Career Centre Events'. On the left is a dark sidebar with navigation links: Dashboard, Hire Waterloo Co-op, Hire Waterloo, External Job Boards, Employer Information Sessions, CAREER CENTRE EVENTS (highlighted), Additional Networking & Professional Events, Appointments, Help, and Logout. The main area is a calendar grid with tabs for 'Calendar View' and 'List View'. Navigation buttons for 'Today', 'Month', 'Week', 'Day', and 'Toggle Filters' are at the top right. The calendar grid shows events for the month of May, with dates from 26 to 30. Events are listed in colored boxes: red for most events, blue for 'Further Education Fair', and green for 'AMCAS Application Support'. The events include: 'How To Find A Job' (4:30p Tue), 'Discover a Career You'll Love' (10:30a Wed), 'Skills to Build Your Career On' (2:30p Thu), 'Preparing for Virtual Interviews' (12p Wed), 'How to Make Cover Letters Less Painful' (3:30p Thu), 'Help: How do I co-op? Learn the Basics -Architecture' (1p Wed), 'Career Match-making: Personality and Your Career' (2:30p Mon), 'Further Education Fair' (11a Tue), 'Mapping Out Your Career 1' (10:30a Wed), 'Digging into LinkedIn' (9:30a Thu), 'Know Your Rights In The Workplace' (5:30p Wed), 'How To Find A Job' (9:30a Wed), 'Discover a Career You'll Love' (2:30p Mon), 'Resume Tips: Thinking Like an Employer' (2p Tue), 'Mapping Out Your Career 2' (10:30a Wed), 'AMCAS Application Support' (1p Thu), 'Preparing For Virtual Interviews' (5p Mon), 'Skills Identification and Articulation' (1:30p Wed), and 'Career Match-making: Personality and Your Career' (2:30p Thu).

 **Book online to attend:** www.waterlooworks.uwaterloo.ca

INFORMATION SESSION FOR GRADUATING STUDENTS



EVENTS

P4E Career and Job Fairs

- Virtual fair: February 1, 2023
- Timing: February and September
- Largest of its kind in the country
- Great opportunity to create meaningful connections with employers
- UWaterloo students and alumni can attend

Employer Information Sessions

- Recruiting event hosted by employers looking to hire Waterloo students
- Learn information about their company, hiring process and the roles available
- When: Ongoing
- Register via WaterlooWorks



To register for the Career or Job Fair:

<https://www.partners4employment.ca/home.htm>

CCA WEBSITE - uwaterloo.ca/career-action

CENTRE FOR CAREER ACTION

Centre for Career Action home

About Centre for Career Action >

One-on-one supports

Further Education >

Workshops and events >

Resources >

Job listings

Other services >

Co-operative education

INFORMATION FOR

Incoming students

Undergraduate students

Graduate students & postdoctoral fellows

International Students

Alumni

Centre for Career Action »

One-on-one supports



[Watch video on YouTube](#)

- Learn about resources
- Find information about upcoming events/workshops
- Steps to book appointments
- Additional career-related resources

HOW DO I FIND A JOB?

WORK SEARCH RESOURCES

- WaterlooWorks Hire Waterloo Full-time & Other job boards
- WaterlooWorks External job boards
- LinkedIn
- Indeed, Glassdoor, Monster, Google, Simply Hired, etc.
- 80,000 Hours (Careers to make a difference)
- Government jobs: jobbank.gc.ca, gojobs.gov.on.ca
- O*Net Online
- YellowPages – small/medium sized businesses

WATERLOOWORKS: FULL-TIME & OTHER JOB BOARDS

The screenshot shows the WaterlooWorks dashboard. On the left is a dark sidebar with navigation options: 'UPLOAD A DOCUMENT', 'CREATE APPLICATION PACKAGE', 'SEARCH POSTINGS' (highlighted with a yellow box), 'REGISTER FOR AN EVENT', 'SEND A MESSAGE', and 'SUBMIT A FORM'. Below this is a 'DASHBOARD' section with links like 'Hire Waterloo', 'External Job Boards', 'Employer Information Sessions', 'Career Centre Events', 'Additional Networking & Professional Events', 'Appointments', 'Help', and 'Logout'. The main content area has a 'Welcome' header and a navigation bar with 'Dashboard', 'Documents', 'Postings / Applications', 'Interviews', 'Appointments', and 'Events'. A 'Search Postings' modal is open, displaying the text 'PLEASE SELECT WHICH TYPE OF POSTING YOU WANT TO SEARCH' and two buttons: 'HIRE WATERLOO FULL-TIME JOBS' and 'HIRE WATERLOO OTHER JOBS', both highlighted with a yellow box. A 'CLOSE' button is at the bottom left of the modal. The background shows a calendar of events for September 8 and 9, 2021.

waterlooworks.uwaterloo.ca

To view WaterlooWorks jobs, select “**Search Postings**,” then “**Hire Waterloo Full-Time Jobs**” or “**Other Jobs**”

Technical issues?

Phone: 519-888-4026

Email: ceehub@uwaterloo.ca

WATERLOOWORKS: FULL-TIME & OTHER JOBS

- **Job Postings**
 - Jobs posted daily, as they are received
- **Recruitment**
 - Typically occurs in the **Fall** and **Winter** terms. Some Capital Markets/Finance employers begin recruiting in **Spring** term
- **Applications**
 - Employers will specify which documents **must** be submitted with application
 - Application deadlines will vary and will be noted on the posting
 - Most employers will ask that you apply direct via their external website
- **Interviews**
 - Most employers contact directly via email/phone to schedule interviews, but some will use WaterlooWorks (you will be notified if so)
 - All interviews for Winter 2023 (if booked on WaterlooWorks) will take place virtually

WHAT IS NETWORKING?

A supportive system of sharing information and services among individuals and groups having a common interest.

www.dictionary.com

HOW JOB SEEKERS PREFER TO JOB SEARCH

Apply to job ads or send in résumé unsolicited

Seek referrals from friends and colleagues

Develop relationships with target employers

Hire via job ad or résumé

Hire someone referred by trusted colleague, friend or agency

Hire someone whose work they have already seen

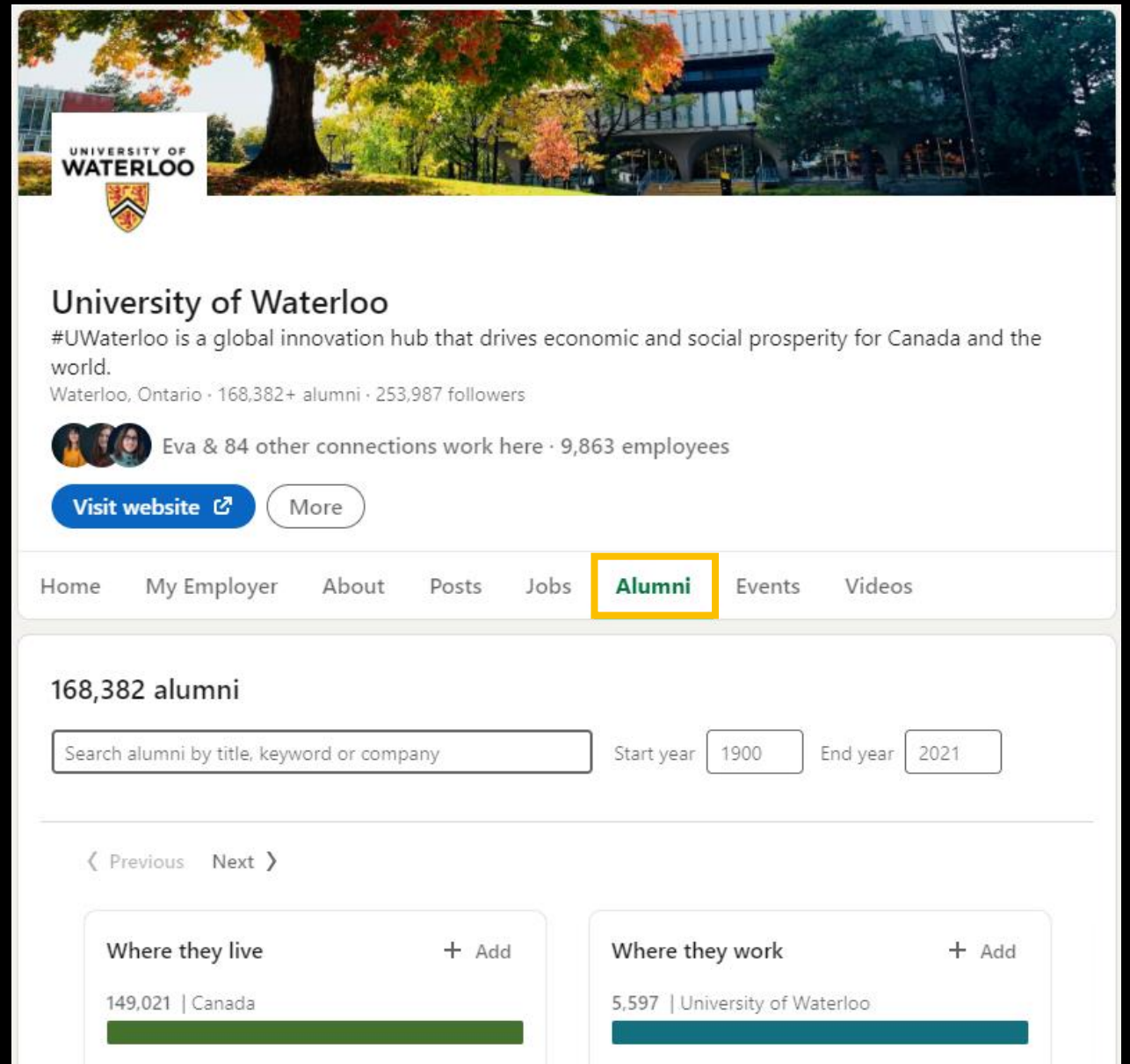


HOW HIRING MANAGERS PREFER TO HIRE

(Adapted from Bolles, “What Color is Your Parachute,” 2011)

LINKEDIN DEMO

Alumni Search



The screenshot shows the LinkedIn profile for the University of Waterloo. The header features the university's logo and a banner image of a campus with trees. Below the header, the university's name is displayed, followed by a description: "#UWaterloo is a global innovation hub that drives economic and social prosperity for Canada and the world." It also lists the location as Waterloo, Ontario, with 168,382+ alumni and 253,987 followers. A section indicates that 9,863 employees work there, with a link to visit the website and a "More" button.

The navigation menu includes Home, My Employer, About, Posts, Jobs, **Alumni** (highlighted with a yellow box), Events, and Videos.

The Alumni section shows 168,382 alumni. A search bar is present with the placeholder text "Search alumni by title, keyword or company". Two filters are visible: "Start year" set to 1900 and "End year" set to 2021.

Navigation arrows for "Previous" and "Next" are shown below the search filters.

Two data cards are displayed:

- Where they live**: 149,021 | Canada (with a green progress bar)
- Where they work**: 5,597 | University of Waterloo (with a teal progress bar)

QUESTIONS?

Centre for Career Action

Tatham Centre (TC), Rm 1214

uwaterloo.ca/career-action

careerhub.uwaterloo.ca

CCA Live Chat: <https://uwat.ca/ZJq>

519-888-4047

 @uWaterlooCareer

 Centre for Career Action - University of Waterloo

 @uwaterloocareer