

TAKE
YOUR
next step

Career Action and You

uwaterloo.ca/career-action

WATERLOO | CENTRE FOR CAREER ACTION

Facilitator

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Centre for Career Action

We work with:

- » Regular & co-op; undergrad & graduate; all levels

On:

- » Job search tactics (e.g. résumé, interview, networking)
- » Career strategy (e.g. career exploration)
- » Grad school prep (e.g. application review, admission interview practise)

Through:

- » Individual advisement (full-length appointment or drop in), workshops, events, print & online resources (e.g. Career Development eManual), job postings

uwaterloo.ca/career-action/

www.uwaterloo.ca/career-action

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UNIVERSITY OF WATERLOO

SEARCH

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CENTRE FOR CAREER ACTION

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Information for

- Students
- Staff
- Alumni
- Employers
- Parents

TAKE YOUR next step

Your career is yours to decide, but you're not alone!

Career Advisors are here to guide you as you take your next (or first) step toward setting and achieving your goals. Our agenda is your agenda; we'll start with "where you're at" because that is a fine place to be. We can help you to learn about career management techniques, educational planning and job search methods, and how to set meaningful and achievable goals.

Take your "next step" now by engaging with us via: confidential individual advisement, workshops, events, print/online resources, and job postings.

Career strategy, job search tactics, graduate/professional school preparation - it's what we do ... with you.

Happening soon:

Notices

- [2012 summer jobs now available in JobMine - term 1125](#)
- [Big guide to working and living overseas](#)
- [Apply to become a Student Career Leader](#)

Career Action in 2011

Number of people who use the Career Development eManual

5425

Career Choice

- » The Career Development eManual
- » Online & interactive
- » Step-by-step guide
- » Topics include: self assessment, résumé/letter writing, work search, interview skills, success on the job, thinking about grad/professional studies
- » Visit cdm.uwaterloo.ca

Career Choice

- » At uwaterloo.ca/career-action
- » Career Cruising
- » Type Focus
- » Choices Planner
- » Appointment link for confidential, individual meetings with professional career advisor

Workshops

- » Career Exploration and Decision Making
- » Career Interest Assessment
- » Exploring Your Personality Type
- » Graduate/professional studies
- » Work Search Strategies
- » Interview Skills
- » Business Etiquette and Professionalism
- » Networking 101
- » Are You Thinking About an International Experience?
- » More—offerings change each term
- » Register at uwaterloo.ca/career-action



Workshops for Graduate Students

- » Careers 601
- » So you want to be an academic
- » Preparing for difficult conversations with your supervisor
- » Teaching philosophy statement
- » Writing CVs and cover letters
- » Academic interview
- » Interview skills for academic positions
- » Successfully negotiating academic job offers



Workshops cont'd (also check general listing)

- » Careers beyond academia
- » MITACS workshops: presentation skills and project management
- » How to start your own business
- » Non-academic work search and networking

Individual Advising

- » Career exploration and decision making
- » Résumé or CV, and letter critique
- » Work search
- » Mock interviews for jobs or graduate/professional schools
- » Grad/professional school applications
- » Book at uwaterloo.ca/career-action

The Big Events

- » Career Fair (Sept 26, 2012)
- » Volunteer/Internship Fair (Sept 19, 2012 & Jan 2013)
- » uW Graduate Studies Fair (Sept 18, 2012)
- » Professional & Post-degree Days (Oct 17 and 18, 2012)
- » Faculty of Education Talks (Oct)
- » Job Fair (Feb 6, 2013)
- » Find details at waterloo.ca/career-action

Jobs for Everyone

- » Co-op
- » Summer
- » Part-time
- » Volunteer/Internships
- » Full time / Contract
- » Alumni
- » Visit jobmine.uwaterloo.ca

Employer Info sessions

The screenshot shows a web browser window with the URL http://www.cecs.uwaterloo.ca/students/sessions.php?month_num=. The page is titled "Co-operative Education" and features the University of Waterloo logo. A navigation menu on the left includes links for Home, About CECA, Prospective Students, Academic Integrity and Co-op, Current Students (with sub-links for Interview Process, Important Dates, and Co-op Student Manual), Job Posting Types, Working Abroad, Information Sessions, Weekly Events, Inside sCo-op, Student Earnings, Statistics, Forms, JobMine, Resources, Prospective Employers, Current Employers, and Alumni.

The main content area is titled "Current Students" and contains the following text:

Home > Current Students > Information Sessions

Employer Information Sessions

The following Employer Information Sessions are open to all students from the faculties specified. Please note that some sessions are open to both graduating and Co-op students while others are for graduating students only. If applicable, please RSVP for the session that you will be attending.

Changes in the schedule may occur, so please check back on day of event for most current information.

Move the mouse over an information session for description, time and location.

The sessions are displayed in a calendar grid for September 2012:

September, 2012						
Previous	Entire month's Information Sessions at a glance					Next >
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Mercer Telus Communications Twitter	11 Deloitte Autodesk NexJ	12 Accenture BNOTIONS Public Accounting Information Night: BDO, Deloitte, E&Y, Grant Thornton, KPMG, PWC, & MNP Freshbooks	13 Cgi Sandvine Incorporated CIBC Soberman LLP TD Canada Trust Technology Solutions - CANCELLED Avanade Canada Inc.	14	15
16	17 RBC Yelp A thinking Ape Telus Communications Manulife	18 Intelligent Mechatronic Systems Sun Life Financial Shell Canada	19 Microsoft Research in Motion Agrium Wholesale Public Accounting	20 Swiss Reinsurance Company Ltd. SAP AppHaus Bell	21 Zynga	22

Resources

Print, video and computer-based resources:

- » **Career Planning** – occupational descriptions, work search materials, volunteer resources, entrepreneurial information
- » **Education** – Canadian university and college calendars, subject and geographic-specific directories, professional test applications
- » **Employment** – Directories, videos, CDs
- » **Work/Study Abroad** – programs, guides
- » Visit the Tatham Centre and uwaterloo.ca/career-action



The Big Guide to Living and Working Overseas (my world abroad)

- » www.workingoverseas.com/uwaterloo/
- » Create a free account
- » Enhance your international skill set
- » Search for international internships and jobs
- » Check out directories of international organizations
- » Learn about international occupations
- » Enjoy the “World Online” – facts, ideas, pictures, inspiring adventures, music and art

Waterloo Business Cards

- » Many students have taken advantage of personalized cards that can be used as "calling" or "business" cards when meeting potential employers either through the co-op interview process or their own job search. A supply of 45 cards (picked up on campus) costs \$5.00 (tax included).
- » **How to order**
- » Place your order online through the [Business Card Order Form](#).
- » Payment must be **made in advance** by **WatCard only** at the Information Centre, Ground Level, TC. Or, for your convenience, you can email a scanned copy of your WatCard to ceca@uwaterloo.ca to have the cost of the business cards charged to your WatCard.
- » If you are off campus, you can have the cards mailed to you for \$7.00 (\$5.00 for the cards, \$2.00 for mailing, tax included). Place your order online, then contact the Information Centre by email: ceca@uwaterloo.ca. Please include your full name, address, and attach a scanned copy of your WatCard
- » Only pre-paid orders will be processed for printing

Waterloo Business Cards

- » **Business Card Order and Pick-up Dates**
- » Order and pay by or before 4:00 p.m. Sept. 13; pick up after 1:00 p.m. Sept. 20
- » Order and pay by or before 4:00 p.m. Oct. 4; pick up after 1:00 p.m. Oct. 11
- » Order and pay by or before 4:00 p.m. Oct. 25; pick up after 1:00 p.m. Nov. 1
- » Order and pay by or before 4:00 p.m. Nov. 15; pick up after 1:00 p.m. Nov. 22
- » Completed orders will be available for pick up on or after the dates listed above from the Information Centre, Ground Level TC.

LinkedIn

- » Build a professional profile
- » Develop summary statement
- » Identify and use key words
- » Ask for recommendations
- » Support others
- » Network – network- network
 - » online as well as in person!

Questions?



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uwaterloo.ca/career-action
Email: careers@uwaterloo.ca
519-888-4047 or x 84047

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