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UNIVERSITY OF WATERLOO

SUNSPRING 2012

Jobs
Looking for a job?
Full-time/part-time, contract, summer, volunteer and work placement position openings are advertised on JobMine. These may be viewed at jobmine.uwaterloo.ca.

Events
Job Information Session for Graduating Students
Don’t miss out! Attend this session to learn about on-campus recruitment.
Tuesday, May 15
11:30-12:30 TDB
Wednesday, May 16
4:30-5:30 TDB

Online Career Guidance
Need some additional help with career decision making and/or occupational research? Check out our online career planning tools containing self-assessment exercises, detailed occupational information and links to post-secondary programs.

Type Focus
Choice Planner
Career Cruising
NOTE: To access these and obtain passwords, go to careeraction.uwaterloo.ca, and select Career-related Websites.

Credit Course Career

ARTS 111: Career Development and Decision Making
This course for academic credit is designed to assist students in understanding themselves, the career development process, and occupational information in order to make informed and appropriate occupational and educational decisions. Students will study key career development theories and learn how to integrate self-knowledge into occupational/life decisions, set goals and devise strategies to attain these goals.

Look for this course when registering for your fall and winter term courses.

Contact us
Monday to Thursday 8:30 am - 6:00 pm; Friday 10:00 am - 4:30 pm
TC Room 3214
Phone: 519-888-4047 | Fax: 519-746-1509
Email: careers@uwaterloo.ca | Website: careeraction.uwaterloo.ca

Find us on

| Facebook | Twitter | LinkedIn | Instagram |

Visit careeraction.uwaterloo.ca

» Access our award-winning Career Development eManual for career planning and work search advice cdm.uwaterloo.ca
» Sign up for a workshop
» Make an appointment to discuss career exploration and decision making, work search, interviewing, résumé/CV/letter writing, and/or job processes. Get some simple and practical steps that you can implement now to begin preparing for your academic or non-academic career.

Workshops for Graduate Students and Post-docs

Careers 601
Planning your career and identifying your skills don’t have to be overwhelming processes. Get some simple and practical steps that you can implement now to begin preparing for your academic or non-academic career.
Friday, May 25
11:00-12:30 TC 1208
11:00-12:30 TC 1102

So You Want to be an Academic?
James Skidmore (Chair, Germanic & Slavic Studies) will describe the steps to successfully plan for PhD career opportunities in an academic environment.
Tuesday, June 12
12:00-1:30 TC 2218

Preparing to Have Difficult Conversations With Your Supervisor
Matthew Erickson (Conflict Management and Human Rights) will take you through a step-by-step process to plan and conduct effective conversations around difficult issues that you are experiencing with your supervisor.
Thursday, June 28
1:00-3:00 TC 2218

Teaching Philosophy Statement
Begin to develop your teaching philosophy statement and tie it to forms of evidence. No prior experience with this form of writing is necessary. Led by Svtlana Taraban-Gordon, Senior Instructional Developer and Jula Woodhall, Grad Instructional Developer (CTE).
Tuesday, June 19
1:00-3:00 TC 2218

Writing CVs and Cover Letters
Interested in a career in academia or research? This workshop will show you how to prepare an effective curriculum vitae and cover letter.
Wednesday, June 13
12:00-1:30 TC 2218

Writing Successful Grant Proposals
Angela Roorda, Research Development Officer in the Faculty of Arts, will review the main parts of the typical grant or fellowship application, discuss how the adjudication process works and what they look for. You will suggest strategies to help you pitch your project to your best advantage.
Thursday, June 14
2:00-4:00 TC 2218

Academic Interview
Learn best strategies to prepare for your next academic interview and hear from professors about what they are looking for in candidates.
Tuesday, June 19
11:00-12:30 TC 2218

Interview Skills for Academic Positions
Improve your performance in an academic job interview by practicing in a small group setting.
Thursday, June 21
12:00-1:30 TC 1208

Successfully Negotiating Academic Job Offers
Increase the odds of getting what you want when negotiating salary and other details related to the academic job offer.
Monday, June 25
12:00-1:30 TC 1208

Careers Beyond Academia
Your graduate studies can lead to many satisfying careers outside academia. Learn how to transfer your skills from an academic to a business or government environment. Plus, discover how to successfully use your network.
Tuesday, June 26
12:00-1:30 TC 1208

Project Management Workshops (by Mitacs)
Mitacs Step teaches you essential skills required to succeed in your future career.
Note: Please register at www.mitacs.ca for these workshops by clicking on “seminars & workshops.”

» Team Building Excellence
Wednesday, June 6
8:00-4:30 TC 2218

» The Art of Powerful Conversation
Thursday, June 7
8:30-12:00 TC 2218

» Effective Networking
Thursday, June 7
12:30-4:00 TC 2218

Leadership as a Bridge to Employment
Annette Deney (Organizational and Human Development Coordinator) will help you to discover and better understand your leadership style and how it relates to those of others. You will also identify your strengths and areas for future growth.
Tuesday, June 5
2:00-4:00 TC 2218

Non-academic Work Search and Networking
The current job market requires an assertive approach to finding work. Increase your chances of success by learning relevant networking and communication approaches.
Monday, June 11
12:00-1:30 TC 1208

How to Start Your Own Business
Roy Weber, Business Advisor for the City of Waterloo, will explain best strategies and steps on how to successfully start your own business. Bring your great idea!
Thursday, June 28
10:00-12:00 TC 2218

MATH: Explore Your Options
Learn how to transfer your skills from academia to industry. And, hear from a panel of recent math alumni Masters or PhDs about how they are using their degrees to succeed in their chosen non-academic fields.
Tuesday, June 12
3:00-6:00 MC 5136

ARTS: Full-day Career Boot Camp!
Spend a day focusing on your career. Workshop topics: the “Who Am I?” Self-assessment Game, Careers Beyond Academia, CV/ Resume/Job Interview Q&A, Non-academic Work Search and Networking, Arts Alumni Panel (and mix and mingle), Morning refreshments and lunch will be provided. Space is limited; register early.
Wednesday, June 27
8:45-5:45 TC 2218
The Fundamentals

Career Exploration and Decision Making
Through discussion and hands on activities, this session will increase your understanding of the career decision-making process and put you in a better position to make appropriate career choices.

Workshops

- **Wednesday, May 23**: 2:00-4:00 TC 1112
- **Thursday, June 28**: 10:30-12:30 TC 1112

The “Who Am I?” Self-assessment Game
Players will gain insight into their interests, abilities, and personality as they relate to career decision making. These insights are recorded on Career Profiles that each player develops during the game to assist them in better understanding who they are and what they want in the world of work.

- **Thursday, July 26**: 1:00-3:30 TC 1112

Career Interest Assessment (Strong Interest Inventory)
Attend this session to find out how your interests relate to specific career opportunities. NOTE: There is a materials charge of $30.00 payable at the Centre for Career Action prior to the session. Once you have registered and paid, you will be given information on how to complete the Strong Interest Inventory online. The online assessment must be completed at least 2 business days prior to the workshop.

- **Wednesday, May 30**: 2:30-4:00 TC 1112
- **Tuesday, June 12**: 10:30-12:00 TC 1112
- **Monday, July 9**: 2:30-4:00 TC 1112

Exploring Your Personality Type
(Myers-Briggs Type Indicator)
Two-session workshop: attend the first session to learn about your personality type and preferences for learning and decision making. In the second session, discover how to apply your MBTI type to explore potential careers. NOTE: There is a materials charge of $70.00 payable at the Centre for Career Action prior to the session. Once you have registered and paid, you will be given information on how to complete the Myers-Briggs Type Indicator (MBTI) online. The online assessment must be completed at least 2 business days prior to the workshop.

- **Part I – Thursday, May 31**: 2:30-4:00 TC 1112
- **Part II – Thursday, June 7**: 2:30-4:30 TC 1112
- **Part I – Thursday, June 26**: 2:30-4:00 TC 1112
- **Part II – Tuesday, July 3**: 2:30-4:30 TC 1112
- **Part I – Monday, July 16**: 2:30-4:00 TC 1112
- **Part II – Monday, July 23**: 2:30-4:30 TC 1112

It’s All About Your Skills
Knowing your skills and abilities AND being able to clearly and confidently convey them to employers is critical to your success in the employment process. Learn how to identify and articulate your strengths and discover potential areas of growth. You will also devise a plan to enhance these skills.

- **Thursday, May 31**: 10:30-12:30 TC 1112
- **Wednesday, June 27**: 2:30-4:30 TC 1112

Work Search Strategies
The current job market requires an assertive approach to finding work. Increase your chances of success by practicing key communication strategies.

- **Thursday, May 10**: 2:30-4:00 TC 1208
- **Tuesday, July 10**: 10:30-12:00 TC 1208

Work Search Strategies for International Students
International students will learn best approaches to search for work while studying at uWaterloo as well as after graduating. NOTE: First hour of the session covers general work search strategies; last half hour deals with visa requirements. There is a prerequisite for this workshop. Please see chart for details.

- **Wednesday, June 6**: 3:00-4:30 TC 1208

Networking 101
During this two-session workshop, learn how to apply successful networking strategies in your daily life in order to enhance your career opportunities. NOTE: There is a prerequisite for this workshop. Please see chart for details.

- **Tuesday, May 15**: 4:30-6:00 TC 1208
- **Tuesday, June 5**: 4:30-6:00 TC 1208

Are You LinkedIn? Learning the Basics
Effective use of social media is key to job search and career success. Learn how LinkedIn, the professional social networking site, can help you to create an effective online presence, build professional networks, and search for jobs. NOTE: This workshop is intended for students who have limited knowledge of and/or experience with LinkedIn.

- **Thursday, July 19**: 2:30-4:00 TC 1208

Social Media Presentation
Enhance your personal online brand and build your professional network by effectively leveraging the power of social media. Presenter Lisa Kramer is the Canada Campus Recruiting lead at Accenture, a leading management consulting, technology services and outsourcing company.

- **Thursday, May 31**: 5:00-6:00 TC 2218

Interview Skills: Preparing for Questions
Learn how to improve your performance in the job interview by viewing and discussing taped excerpts of actual interviews. NOTE: There is a prerequisite for this workshop. Please see chart for details.

- **Monday, May 14**: 10:30-12:00 TC 1208
- **Monday, June 18**: 10:30-12:00 TC 1208
- **Tuesday, July 24**: 2:30-4:00 TC 1208

Interview Skills: Selling Your Skills
In order to receive that job offer, you must prove your skills in the interview. Here is your opportunity to practice and improve. NOTE: There is a prerequisite for this workshop. Please see chart for details.

- **Tuesday, May 15**: 10:30-12:30 TC 1208
- **Tuesday, June 19**: 10:00-12:00 TC 1208
- **Wednesday, July 25**: 2:30-4:30 TC 1208

Successfully Negotiating Job Offers
Increase the odds of getting what you want when negotiating salary and other details related to the job offer. NOTE: This workshop is geared towards graduating students.

- **Thursday, June 7**: 2:30-4:00 TC 1208
- **Wednesday, July 18**: 3:00-4:30 TC 1208

Business Etiquette and Professionalism
Proper etiquette is crucial to a successful job search – and to your career. This workshop covers dining etiquettes as well as appropriate behaviour at interviews, employer receptions, and other networking activities.

- **Monday, May 28**: 2:30-4:00 TC 1208
- **Wednesday, June 27**: 10:30-12:00 TC 1208

Success on the Job
Do you have the necessary business knowledge and skills to succeed on the job? Learn how to polish your professional image and avoid making simple mistakes that may result in a bad start to your career. NOTE: This workshop is geared towards students who have limited experience in the work world.

- **Tuesday, June 5**: 10:30-12:00 TC 1208
- **Thursday, July 12**: 2:30-4:00 TC 1208

International Work Search

Thinking About an International Experience?
Dreaming of going abroad to study or work? Find out how to make your dream a reality, where to find the right information, how to decide where to go, and how to make the most of your international experience.

- **Tuesday, June 5**: 2:00-3:30 TC 1208

international Work Term Procedures
Learn about the documents and procedures necessary to receive a co-op credit for your international work experience. Get an update on current international co-op initiatives.

- **Tuesday, June 5**: 3:30-4:30 TC 1208

Further Education

Thinking About Law?
Dr. Frances Chapman, Ph.D., LL.M., J.D., B.A. (Hons.), will provide advice on attending law school, writing the LSAT, the licensing process and career opportunities as a lawyer. A career advisor will provide advice on the application, reference letters, and personal statements. A law student will talk about her experiences as a student.

- **Thursday, May 10**: 11:30-130 TC 1208

Thinking About Med School?
Perspectives of a Waterloo Grad
Learn about the Ontario medical school application process. Topics include undergraduates courses selection, tactics for improving the online application, and advice on reference letters, personal statements, extracurricular activities, volunteer work, and interviews. Rob Moreland speaks about life as a medical student and the stages of medical training, to help you assess whether a career in medicine is right for you.

- **Tuesday, July 10**: 6:00-8:00 TC 1208

Medical School Applications
Learn about the application process for Ontario medical schools. Topics include ideas on writing effective personal statements and the sketch, advice on reference letters, and information on the OMSAS process.

- **Tuesday, July 17**: 5:00-7:00 TC 1208

Law School Applications
Learn about the application process for Ontario law schools. Topics include ideas on writing effective personal statements and the sketch, advice on reference letters, and information on the OLSAS process.

- **Thursday, August 9**: 12:00-130 TC 1208

Workshop Prerequisite Chart
If you have completed any of these modules in the Career Development eManual or Co-op Fundamentals (PDI, POPFHM or Co-op Fundamentals for Engineering), you have satisfied this requirement and may register for the workshop.

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To access the modules, go to cdm.uwaterloo.ca.