HOW TO FIND A CO-OP JOB FOR SPRING 2020: WORK SEARCH AND NETWORKING

Alicia Flatt and Paulina Cisneros
Career Advisors
Centre for Career Action

CENTRE FOR CAREER ACTION
MISS SOMETHING OR YOUR INTERNET GAVE OUT? DON'T WORRY!

THIS WEBINAR IS BEING RECORDED
I respectfully acknowledge that I live and work on the traditional territory of the Attawandaron (Neutral), Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to Six Nations, which includes six miles on each side of the Grand River.
YOUR FACILITATORS

Paulina Cisneros

Alicia Flatt
CO-OP SUPPORTS AND SPRING 2020 CHANGES

Find and reach out to your Co-op Advisor
  - Check WaterlooWorks daily for updates as well as job posting notifications

Centre for Career Action
  - Workshops
  - Appointments
  - Drop-ins
  - Live Chat
  - Career Hub

Spring 2020 work term guidelines
  - New travel advisories
  - Flexible Pathways
https://uwaterloo.ca/co-operative-education/your-spring-2020-co-op-work-term

Co-operative Education >

Your Spring 2020 co-op work term

Updated as of March 30, 2020.

Learn more about changes to your Spring 2020 co-op work term. If you have questions or concerns, please reach out to your Co-op Advisor by messaging them via Waterloo Works. These changes are in place only for the Spring 2020 work term in response to the COVID-19 pandemic and will be reviewed each term until no longer required.
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AGENDA

- How to find a job
  - Where do I look?
  - How do I know who is hiring?
  - What job boards should I use?
- How to network
  - Reaching out to your current contacts
  - Creating new contacts online
- Skill development
  - What skills are in demand right now?
  - What skills should I be working on?
WORK SEARCH
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HOW DO I KNOW WHO IS HIRING?

• Research which companies are still hiring within your field or related to your field

• Do not hesitate to reach out to employers to inquire about opportunities

• Stay up to date: scan the news, LinkedIn, join online groups, & check social media daily

• Inquire into government funding and grants if you are eligible
S PRING 2020 WHO IS HIRING?

The top industries hiring students for the Spring 2020 term have aligned closely with previous terms, with the top 4 representing 65% of hires:

- Professional, scientific, and technical services
- Information, culture, and recreation
- Manufacturing
- Finance, insurance, real estate, and leasing
- Public administration
- Educational services
HOW DO I RESEARCH WHO IS HIRING?

To Find Labour Market Information (LMI)

www.jobbank.gc.ca

View Trend Analysis – Occupation

View Trend Analysis – News and Reports
Jobs and employment

We've got the resource and supports to help connect job seekers with employers.

Find a job  Post a job

Find a job during the coronavirus (COVID-19) pandemic

There are important work opportunities in essential jobs across Ontario. You can help us stop the spread by filling roles in our supply chain and increase frontline capacity at hospitals, clinics and assessment centres.

Food and agriculture jobs
Get connected with employers hiring in the agriculture, agri-food and food industry.

Jobs in long-term care
Find out where to search for health care and non-health care

Work or volunteer in health care
Match your availability and skills with employers that need assistance.

Volunteer to help seniors
Volunteer to deliver food or medicine, run errands or check-up
WHERE DO I LOOK? APPLYING ON JOB BOARDS

Dashboard
Staff
Hire Waterloo Co-op
Hire Waterloo
External Job Boards
Employer Information Sessions
Career Centre Events
Appointments
Help
Logout

MY VIEW
Welcome Alicia Flatt

Advanced Search ▼ Add ▼

Home My Account Searches

Alerts
0 Alert Messages
0 Alert Tasks
0 Alert Forms
0 Alert Notes, lockdown
EXTERNAL JOB BOARDS – WHAT'S NEW

FindYourJob.ca – local job board for the Waterloo/Wellington/Dufferin area

Remotive – Remote jobs in the tech industry

Volunteer Action Centre – Virtual volunteer opportunities in Waterloo Region

We Work Remotely – Remote opportunities in a variety of industries

Government of Ontario: Agriculture and Food Jobs in Ontario – supporting the response to COVID-19

Tip: Follow news stories that talk about employment opportunities and send a message to those actively hiring!
KEEP IN MIND...

Your future employers will not forget what the job market was like in Spring 2020. There are job openings in industries you may not have considered, and that’s okay.

Whatever you do that supports you or the community will be an asset.

Finding any way of contributing, whether working or volunteering, will be a positive addition to your résumé moving forward.
NETWORKING
Can you network virtually? Yes, you can!
EMPLOYERS LOOK FOR EMPLOYEES THE WAY YOU LOOK FOR A ROOMMATE

Who do I know who can be my roommate?

Do my friends know anyone who can be my roommate?

Maybe I should start looking online…
EMPLOYERS LOOK FOR EMPLOYEES THE WAY YOU LOOK FOR A ROOMMATE

Do I know anyone who could fill this position?

Do my contacts know who could fill this position?

Maybe I should start looking online...
Welcome to the new plugin

Add Mentimeter slides directly to your PowerPoint presentation!

Paste the link to the slide you want to display here:

Slide link

https://www.mentimeter.com/s/asdfakn32908
Networking – The 5 Contact Challenge

Who do I know that knows me, likes me, and thinks I am competent?

Examples: teacher, family member, professor, coach, roommate, don, chaplain, gym buddy, recent grad...

<table>
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<tr>
<th>Their Name</th>
<th>How I Know Them</th>
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Connect with your contacts: a template

**Greeting** – Remind them who you are! “You taught my class...”

**Goal** – State what your short-term goals are. “I am looking for a job this summer in...”

**Goods** – Briefly summarize your key skills. “I have experience using Excel with strong attention to detail...”

Then ask a couple questions:

- **Get insight**
  “What advice do you have for me?

- **Gain new contacts**
  “Do you know anyone that I would benefit from connecting with?”

Contact these 5 people by: ____________________________

*For more activities and tips, please visit careerhub.uwaterloo.ca*
SAMPLE EMAIL/LINKEDIN REQUEST WITH REFERRAL

“Dear___________________, my name is___________________, and I am researching companies in the ________________ field. I’m currently in X Program at the University of Waterloo, with a particular interest in ________________. I hope you don’t mind my contacting you, our mutual friend __________ recommended I reach out.

Would you be willing to meet with me on Skype/Zoom or over the phone for 20-30 minutes to talk about your experience in the ____________ sector? I’ve done my research, but reports and websites can only tell me so much – your practical insights would be much appreciated! If we don’t connect, I’ll contact you again in about a week, in case that’s a better time.”

-Adapted from “The 2-hour Job Search” by Steve Dalton
SAMPLE EMAIL/LINKEDIN REQUEST WITH NO REFERRAL

“Dear__________________ , my name is__________________, and I am researching companies in the ____________ field. I’m currently in X Program at the University of Waterloo, with a particular interest in ________________. I hope you don’t mind my contacting you - I found your name on LinkedIn and noticed that you’re an alumnus of UWaterloo.

Would you be willing to meet with me on Skype/Zoom or over the phone for 20-30 minutes to talk about your experience in the ____________ sector? I’ve done my research, but reports and websites can only tell me so much – your practical insights would be much appreciated! If we don’t connect, I’ll contact you again in about a week, in case that’s a better time.”

-Adapted from “The 2-hour Job Search” by Steve Dalton
INFORMATIONAL INTERVIEWS
WHAT TO ASK IN AN INFORMATIONAL INTERVIEW

Ask questions:

- About their background
- About their day-to-day job, especially how they are dealing with changes
- About their recommendations/advice for you
- About possible opportunities (volunteer, part-time, full-time) to help with any demand they may be facing
- Stay positive – even if this transition has been difficult!
- **Is there anyone else you’d recommend that I talk to?**
THINGS TO NOTE ABOUT INFORMATIONAL INTERVIEWS CURRENTLY

- Be patient with your connections if they haven't replied yet; they are going through similar challenges you may be facing
  - If you check in after a week goes by and they have not responded, move on to another contact.
- Be appropriate and tactful: “I understand we are in a challenging situation, but if you happen to hear of anything related to my field...”
- Alternatively, you can tell them you are trying to be creative in your work search and are open to ideas or projects that might be related to your areas of interest
- Connected and had a great meeting? Maintain that connection by connecting on LinkedIn, sending helpful articles or resources their way, or follow up via email!
WHICH SKILLS ARE IN DEMAND FOR REMOTE WORK?

- Meeting/Presentation Tools
  - Zoom, Skype for Business, Teams, Google Docs, Webex
  - Synchronous and asynchronous technologies
- Communication tools
  - Slack, Teams, Google Hangouts
- Project management tools
  - JIRA, Asana, Microsoft Projects, Trello
- Development tools
  - Github
- Which other ones would you use?
STRENGTHEN YOUR SKILLS

- Employers tell us which skills they're looking for through job descriptions
- When you look through job descriptions, are there any skills that keep coming up?
  - If so, what are those?
  - Do you need to brush up on those skills?
- If you answered yes, you are not alone! Many students use this time to strengthen skills to be ready for future work experiences
- Note! Employers may not have adjusted their job descriptions for a Work From Home scenario even if they are in demand
ONLINE COURSES

- There are many resources available to you for brushing up on skills or learning new ones!
  - LinkedIn Learning
  - Hack Academy
  - Coursera
  - EdX
  - Continuing Education courses from various Universities/Colleges

Photo by Danielle MacInnes on Unsplash
Another great way to strengthen your skills is by practicing them

- Personal projects
- Collaborating with peers
- Volunteering/experiential education experiences

RESOURCES
FINANCIAL RESOURCES

- **Canada Emergency Response Benefit**
  - For those that earned a minimum of $5000 in 2019 and have stopped working due to COVID-19
  - $500/week for up to 16 weeks

- **Canada Emergency Student Benefit**
  - For those not eligible for CERB
  - Provides $1250/mo from May-August ($1750/mo for those with dependents or disabilities)

- **Student Emergency Support Fund** (University of Waterloo)
  - Eligible if you were enrolled in the winter 2020 term (full-time or part-time, undergraduate or graduate, domestic or international)
  - Application deadline: May 31, 2020 – up to $500 per student
MENTAL HEALTH RESOURCES

- Good2Talk
  - A phone and texting service that offers confidential support to post-secondary students. Call 1-866-925-5454

- BounceBack
  - A free, evidence-based cognitive behavioural therapy (CBT) program that offers guided mental health self-help supports for adults and youth 15+ using workbooks, online videos and phone coaching. Call 1-866-345-0224

- Wellness Together Canada
  - Mental health and substance abuse support. Visit ca.portal.gs or call 1-866-585-0445
REMEMBER

- It is common to feel frustrated during the work search process.
- You are a valuable human being whether or not you get hired this term.
- You are allowed to enjoy yourself even if you are looking for a job this month!
  - Watch a good movie – make your favourite meal – even bake sour dough if you want to!
What will you most likely do next as a result of this workshop?

1st | Review Labour Market Information
2nd | Complete the 5 Contact Challenge
3rd | Look at job boards
4th | Connect with people on LinkedIn
5th | Other
HOW DID WE DO?

We are always looking for ways to improve and your feedback is important. Complete the feedback survey delivered to your inbox at the end of this week.

*Our mission is to educate and motivate all members of the University of Waterloo community to develop and take action to achieve current and future career goals.*