

HELP!

I DON'T HAVE A CO-OP JOB...YET!

Presented by: Vanya Gnaniah

Career Advisor

Centre for Career Action

February 2023



UNIVERSITY OF
WATERLOO

FACULTY
OF ARTS



Share a quote that has inspired/motivated you recently

WHOSE LAND ARE WE ON?

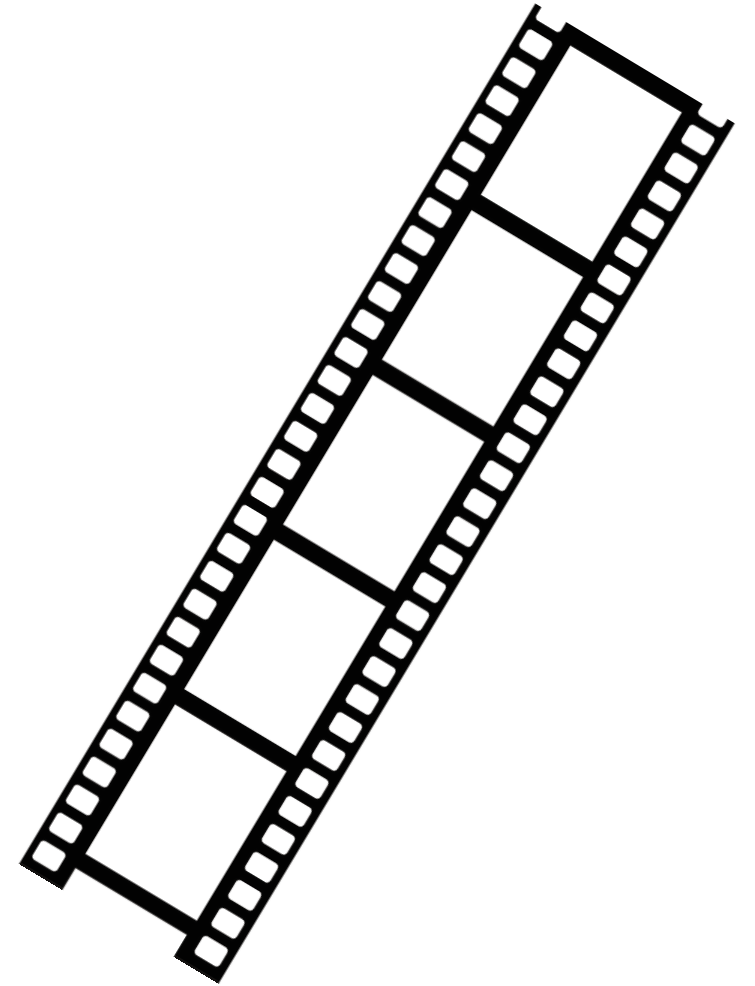
The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within the Office of Indigenous Relations.

Curious about the land that *you* are on? Visit <https://native-land.ca/>



**MISS SOMETHING OR YOUR INTERNET
GAVE OUT? DON'T WORRY!**

THIS WEBINAR IS BEING RECORDED



WHAT BEST DESCRIBES YOUR SITUATION.

Unemployed:

Not sure where
to start!

Unemployed:

Looking for jobs
on
WaterlooWorks

Unemployed:

Looking for jobs
outside of
WaterlooWorks

Unemployed:

Looking for jobs
on &
outside of
WaterlooWorks

WHAT ARE WE TALKING ABOUT TODAY?

- Cycle 2 dates.
- Co-op requirements.
- Standard vs flexible work terms.
- I don't have a job...yet!
- Searching for work.
- Arrange your own job.
- Supports and resources.
- Questions and feedback.



IT'S OKAY!



CYCLE 2 IMPORTANT DATES

We are here!

Job Postings Open	Apps Due	Interview Period	Employer Rankings Available	Student Rankings Due	Match Results
February 13-16	February 17 (11:59pm)	March 1-8	March 9 at 2:00pm	March 10th at 2:00pm	March 10th by end of day

Co-operative Education Important Dates

LAST DAY TO FIND WORK



- There is still **lots of time** to find a co-op job!
- Normal to go through multiple Cycles before being hired!
 - **June 12** to secure employment for a **standard** co-op credit.
 - **July 10** to secure employment for a **flexible** term co-op credit.

Read more about flexible work terms [here](#).

STANDARD VS. FLEXIBLE WORK TERMS

Standard	Flexible
✓ Working with a single employer.	✓ Can work with single or multiple employers.
✓ 12-16 weeks long (i.e., May to August).	✓ Allows you to receive Co-op credit for wider range of work experiences. ✓ Part-time work acceptable.
✓ 35-40 hours per week.	✓ Single employer: 8-16 weeks (minimum 280 hours) ✓ Multiple employers: 12-16 weeks (minimum of 420 hours)

View full requirements [here](#).

YOUR CO-OP REQUIREMENTS

- Your co-op requirements are laid out in the **undergraduate calendar**, like your academic requirements.
- In order to be eligible to receive a co-op designation, Faculty of Arts students are required to successfully complete:
 - A minimum of **four** work terms. **Three** of these work terms are required to be **standard**.
 - A minimum of **four** professional development (PD) online courses
 - Including PD1 taken prior to the first work term
 - Including PD12 taken during the first work term



SO...I DON'T HAVE A JOB YET



THIS IS NAVYA



Applied to a lot of jobs but didn't get selected for an interview.

What can Navya do?

- Include a cover letter.
- Customize cover letter/resume for most desired jobs.
- Use key words and accomplishment statements.
- Highlight and prioritize relevant content.
- Consider quality vs. quantity.
- Create a 'master resume.'
- Ask someone to proofread documents.
- Develop skills through micro courses (i.e., *LinkedIn Learning*).
- Book an appointment/attend a drop-in.

THIS IS JACOB

Attended interviews but didn't get a job.

What can Jacob do?

- Prepare!
 - Review job description, highlight important points.
 - Research employer ahead of time.
- Research commonly asked interview questions.
 - CareerHub
 - LinkedIn
- Interview preparation with a Career Advisor.
- Reflect after the interview.
 - What went well?
 - What might I change next time?



SEARCHING FOR WORK



Co-op Employment Summary

Where Students Work

This report gives a general sense of the industries and positions that other co-op students have worked in over the past 12 work terms.

Begin by selecting a faculty, program and work term level, or try selecting multiple categories. This is a great way to see where co-op students from similar programs and work term levels have worked in the past.

Please Note: New co-op programs may take several years to acquire enough data to be presented in this report. Only students' primary plans are reflected in this data (secondary minors or specializations are not included). Work Term Location data has been excluded due to the prevalence of remote jobs during COVID-19, with plans to re-introduce this data in the future.

Select a faculty:

Arts	Environment	Mathematics
Engineering	Health	Science

Select a program:

Select a work term level:

- Undergraduate
- Graduate

To select multiple filter options, press and hold "CTRL" (PC) or "command" (MAC).



Create Report

Clear Filters



WHERE STUDENTS WORK: ARTS

Co-op Employment Summary - Where Students Work



Work Terms
Winter 2019 to Fall 2022

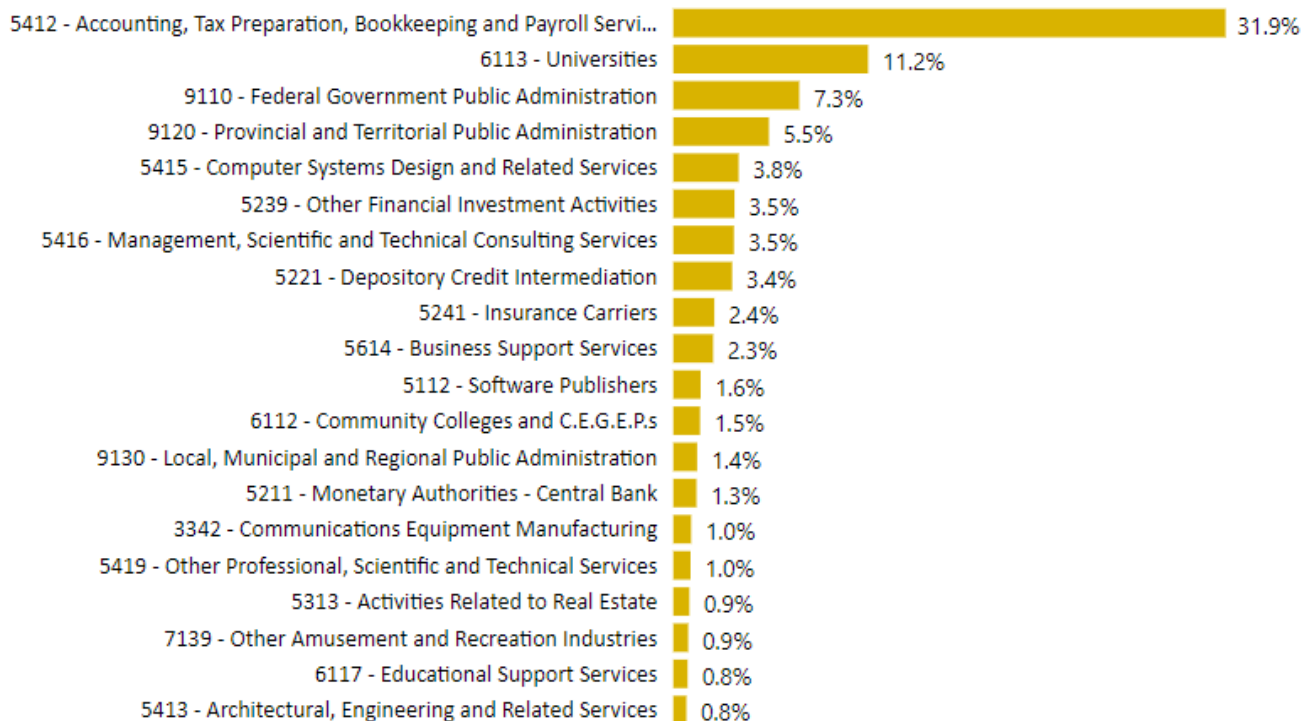
Faculty
Arts

Program
All Programs

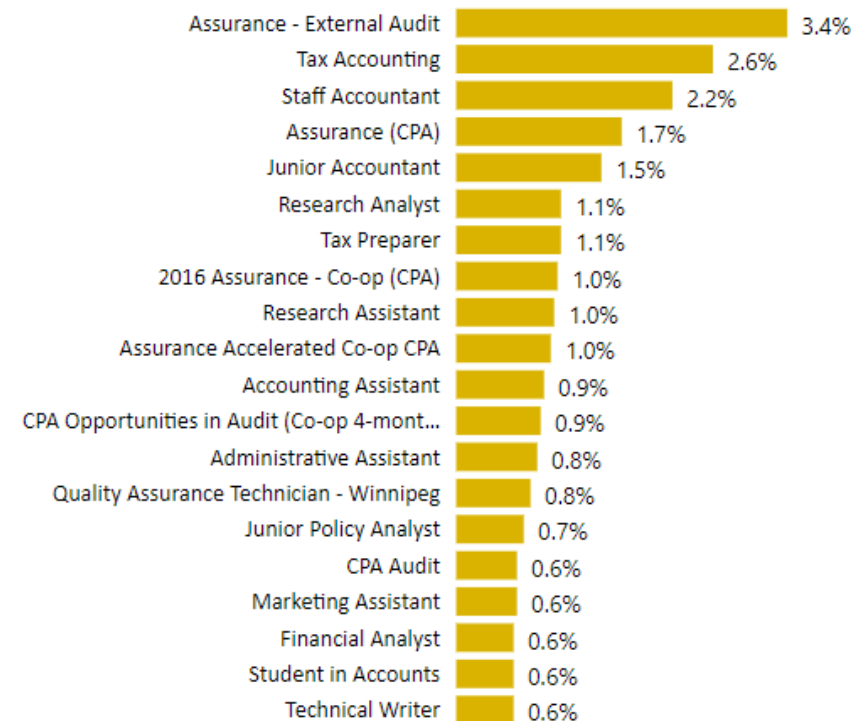
Work Term Level
1

Report Details: The report below gives a general sense of the industries and positions that other co-op students have worked in over the past 12 work terms. By clicking on different elements of the report, you can filter the data to get more specific results - where enough data is available.

Co-op Hires by Industry*



Co-op Hires by Job Title



*Hires sorted into Industry according to the North American Industry Classification System (NAICS 4-digit codes; click [here](#) to learn more).

TYPICAL CO-OP JOBS WEBSITE

- Accounting Intern
- Student Historical Teacher/Interpreter (Anthropology)
- Employment Counsellor
- English Tutor
- Curatorial Volunteer (Museums)
- Production Assistant (Drama)
- Associate Business Analyst
- Communications Assistant
- Alumni Relations and Events Assistant
- Archives Assistant
- Administrative Support Clerk (Law firm)
- Inclusion Facilitator (church camp)
- Film Festival Coordinator

Typical co-op jobs

Select the faculty below to see the list of typical co-op jobs in each program.

Note: The jobs listed are based on the trends from past co-op students. Students are not subjected to these jobs.



JOB BOARDS ON WATERLOOWORKS

- 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 **Waterloo Co-op** job board contains pre-approved co-op opportunities for undergraduate and graduate co-op students.

Next steps:

- Review how to search for jobs on WaterlooWorks using various techniques (e.g. quick search, keywords, clusters, advanced search and filters/sorts). You can also reference [WaterlooWorks Help: Search](#) for additional information.
 - Tip:** Use the filter by cluster function to search for jobs that employers have identified as being a good fit for the type of work you're interested in, or various academic programs that align with your skills.
 - Tip:** Try using the keyword "remote" to search for opportunities that could be completed from any location.
- Curious about where other co-op students have worked in the past? Check out our [Where co-op students work](#) dashboard!
- Learn how to apply for jobs on WaterlooWorks.

Did you know that you can arrange your own job for co-op credit?

- Search on your own outside WaterlooWorks or select "Hire Waterloo > Other Jobs" or "External Job Boards" on the main menu to search for jobs that could be eligible for co-op credit through the Arrange Own Job process.

Note: Though 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, contact your co-op advisor. [Learn more about how you can protect yourself from job posting scams.](#)

Filter by Keyword:

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

Filter by Cluster: - Theme - Accounting and Financial Auditing, - Theme - Agricultural Science and Food Sy:, - Theme - Architecture and Design, - Theme - Business Administration, - Theme - Community Services, Fundraising

Filter by Level: Junior, Intermediate, Senior

Clear buttons are present under each filter.

Search

- or - Advanced Search - Co-op Jobs

QUICK SEARCHES:

- 89 For My Program
- 0 Applied To
- 0 Shortlist
- 4 Viewed
- 135 New Posting Since Last Login
- 129 Postings added in the last 7 days
- 0 Application Deadline Today
- 129 Application Deadlines in the next 10 Days

MY SAVED SEARCHES

Saved searches will automatically expire 1 year after creation.

You have no saved searches

HOW TO REFINE YOUR SEARCH

Advanced search functions:

- You can filter jobs by:
 - Location/region.
 - Level (junior, intermediate, senior).
 - Work term duration (4- or 8-months).
- “Targeted Degrees and Disciplines” section:
 - **Thematic clusters** reflect the function of the job.
 - **Academic clusters** reflect groupings of academic programs.



Keyword tips:

In the “Keyword” search bar, try

- Skills (i.e., HTML, Excel.)
- Job categories (i.e., Communication).
- Position titles (i.e., Marketing Assistant).
- Job ID.
- Location (i.e., city, province, state).
- “Remote.”

ARRANGING YOUR OWN JOB (AOJ)



Follow the AOJ process if job searching externally.

Process:

- Review the **standard vs flexible** work term options.
- Request a '**Letter of Introduction**' from your Co-op Advisor.
- Apply to jobs as you see fit.
- Submit AOJ form on WW **once you have a firm offer.**

COMMON JOB BOARDS

- [Indeed Canada](#)
- [Job Bank](#)
- [Talent Egg](#)
- [ZipRecruiter](#)
- [Career Builder](#)
- [Eluta](#)
- [Glassdoor](#)
- [Simply Hired](#)
- [LinkedIn Jobs](#)



WE ACCELERATE

- Students develop in-demand skills through content provided by industry collaborators and team-based project experiences.
 - **Unpaid, flexible** work term credit.
 - Eligible students will be sent more information later in the term.
- WE Accelerate streams offered in Fall 2022
 - Microsoft Azure Artificial Intelligence.
 - Digital Bootcamp.

Learn more about WEA [here](#).

SUPPORTS & RESOURCES

SUPPORTS AND RESOURCES

- ✓ Co-op Consults.
- ✓ Appointments and drop-ins.
- ✓ Immigration consulting (SSO)
- ✓ Academic Advisor
- ✓ Workshops and events.
- ✓ WaterlooWorks Help
 - Mental health support:
 - Counselling Services
 - Here 24/7
 - EmpowerMe



Contact ceehub@uwaterloo.ca for any technical issues.

CONTACT US

HOME

- 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

Welcome

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

Home My Account My Messages 10 My Forms

Welcome to your WaterlooWorks Dashboard, where you'll find job boards containing 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 main menu.

- 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, accept the terms and conditions and state your intentions to access co-op postings.

For help with your job search and overall career direction:

- Attend Centre for Career Action appointments, workshops and events by selecting "Career Centre Events" or "Appointments" on the main menu.
- Attend "Employer Information Sessions" and "Additional Networking and Professional Events" by selecting these options on the main menu. Check often as events are added continuously and registrations may reach capacity.
- Access exclusive career planning content and resources through CareerHub.

Questions?

- Co-op students:** Your co-op advisor is here to support you! Select "Send a message" from the main menu to connect with your advisor.
- EDGE students:** The EDGE Team is here to support you! Visit the EDGE website for more information or contact the EDGE Team for assistance.
- All students:** Contact the Centre for Career Action for help with your work search or overall career direction.
- Mental health support:** Contact Campus Wellness for mental health resources.

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

New Messages

Today's Webcam Appointments and/or Interviews

0 Webcam Appointments

View

SERVICE TEAM

WTS

Career Advisors CCA (519-888-4567 x44047)

Co-op Sequence - Summary

Term: 2022 - Spring

Student is on a 'Study' Term

Term: 2022 - Fall

Terms and Conditions Accepted

Yes (Click Here to View)

KEY TAKEAWAYS



Add important dates to your calendar.



You have lots of time left!
Keep job searching.



Enhance your skills.



You're not alone.
We're here to help!

BUT VANYA...WHAT IF I STILL DON'T GET A JOB?

Talk to your Academic Advisor about your options:

- Resequencing.
- Off term.



HOW DID WE DO?





UNIVERSITY OF
WATERLOO



FACULTY OF ARTS

YOU+WATERLOO

Our greatest impact happens together.