

WELCOME! WE'LL GET STARTED IN A FEW MINUTES!

Note: Attendees will be sent the slide deck
after the workshop.

In the meantime, feel free to introduce
yourself in the chat! (e.g., name,
program/faculty, regular/co-op)



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Centre for Career
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ON AIR

HOW TO FIND A JOB

7/23/2024

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KARINA WILK (she/her)

- Career Leader, Workshop Facilitator @ Centre for Career Development
- Recent Faculty of Science graduate
- Past co-op experiences: University of Waterloo, SickKids Hospital, University of Toronto, Grand River Regional Cancer Centre
- www.linkedin.com/in/karinawilk
- Fun fact: I have a dog named Winnie



TERRITORIAL ACKNOWLEDGEMENT

The University of Waterloo is located on the territory of the Neutral, Anishinaabeg and Haudenosaunee peoples and is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometers on each side of the Grand River.

Outside of KW area? Check out: <https://native-land.ca/>

Let's keep learning. Why not take a course?
INDG 201 The Indigenous Experience in Canada
<https://ucalendar.uwaterloo.ca/2223/COURSE/course-INDG.html>



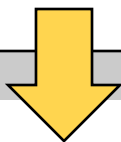
AGENDA

Learn how to maximize your job search in 5 steps

Identify your personal approach to searching for work

Define networking and articulate its importance to the work search process

Determine potential next steps



Know yourself & your goals



Do your research



Prepare your applications



Prepare to network



Track your progress



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WE AIM FOR A SAFE(R) SPACE

Going into this workshop, the intention is to create as safe a space as possible.

A safe space means different things for everyone, but we'll do our best! Let's keep 3 things in mind:

- **Choice**
- **Respect**
- **Care**



MAXIMIZE YOUR WORK SEARCH - 5 STEPS:



**Know yourself
& your goals**



**Do your
research**



**Prepare your
applications**



**Prepare to
network**



**Track your
progress**



STEP 1: KNOW YOURSELF + YOUR GOALS

The world is going through major changes; so are you and your career plans and aspirations.

Take time to reflect on these changes and how you can adapt.

Questions to consider:

- What is my work search goal?
- What am I looking for in a job?
- How do my values, personality, skills, etc., align with the opportunities I'm pursuing?
- Where do I see myself in 5 years?



START WITH SELF-REFLECTION

There's no right or wrong way to practice reflection:

- Attending appointments/workshops – like this one!
- Journalling (e.g., freeform, structured questions/prompts)
- Spreadsheets (e.g., tracking interests, skills, experiences, likes/dislikes, etc.)
- Quiet reflection (e.g., seated, walking, doing chores, exercise)
- Conversations with people you trust (friends, family, classmates, coworkers, etc.)
- Reading articles/books on career development

What works for you? What questions are you asking? How are you reflecting? Does one method work, or do you need to mix it up? Does reflecting feel meaningful?



WHAT DOES THIS MEAN FOR MY JOB SEARCH?



Stronger application documents



More persuasive interviews



Provides direction and tangible work search identifiers (e.g., using skill and interest keywords to search for and narrow down job postings)



Boosts feeling of self worth and confidence in the job search and during your work term!



STEP 2: RESEARCH



- Research which companies are still hiring within your field or related to your field
- Message previous connections to learn about their workplace
- Stay up to date: Scan the news, LinkedIn, join online groups, & check job boards and social media daily
- Inquire into government funding and grants if you are eligible



HOW DO I RESEARCH WHO IS HIRING?

Government of Canada / Gouvernement du Canada

Français

Job Bank Sign in

Job search | Career planning | **Labour market information** | Hiring | Help | About

Your career starts here

Search 162,485 job postings in Canada

WHAT: Example: Cook WHERE: Location

Sort by: Best match Date posted Last 30 days

Search jobs for: Part time Remote IT **Student** LMIA

Advanced Browse

Featured: Discover the five key steps you should consider when planning your career

www.jobbank.gc.ca



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INSTITUTION / COMPANY SITES

Google sickkids research student

Images News Videos Shopping Books Maps Flights Finance

About 530,000 results (0.32 seconds)

SickKids
https://www.sickkids.ca › research-training-centre › su...

SickKids Summer Research (SSuRe) Program

The **SickKids Summer Research (SSuRe)** Program provides professional and career development opportunities for undergraduate **students** who are working on a **research** ...

< Temerty Faculty of Medicine Student Mental Health Resources Handbook, Module Info & For...

Medical Biophysics
UNIVERSITY OF TORONTO

About Research **Summer Student Program** Graduate Studies Current

2023 Medical Biophysics

VIRTUAL OPEN HOUSE

Sun Life Careers

Search for jobs or keywords Search

Location Time Type Country More

18 JOBS FOUND

Student, Telephony Analyst (Fall 2024 & Winter 2025)

Waterloo, Ontario

Posted Today

JR00096083

SEARCH ON WATERLOOWORKS

The screenshot shows the WaterlooWorks dashboard. At the top left is the 'WaterlooWorks' logo. Below it is a search bar with the placeholder text 'Start typing to search...'. To the right of the search bar are navigation tabs: 'HOME', 'SEARCHES', 'INTERACTIONS', and 'EMPLOY'. On the left side, there is a sidebar menu. The 'Advanced Search' section is expanded, showing 'Add' and a list of job categories: 'Co-op Jobs', 'Graduating and Full-Time Jobs', 'Contract, Part-Time and Volunteer Jobs', and 'External Job Boards'. The 'External Job Boards' option is highlighted with a red box. Below the sidebar, the main content area shows 'MY VIEW' for 'Welcome Graeme Beaton' with a 'Change View' button. There are tabs for 'Home', 'Searches', 'Interactions', 'Employers', and 'Jobs / Inter'. The 'Alerts' section shows five categories with zero counts: Alert Messages, Alert Tasks, Alert Forms, Alert Notes - acknowledgement req'd, and Alert Notes - no acknowledgement req'd. The 'Messages' section shows zero new messages.

Various job boards to explore:

Co-op Jobs – for co-op students

Graduating and Full-Time Jobs

Contract, Part-Time and Volunteer Jobs

External Job Boards – search outside of WaterlooWorks



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SEARCH TIPS ON WATERLOOWORKS

- Experiment with your search criteria:
 - Job titles (e.g., policy analyst), job categories (e.g., finance), location (e.g., region, province)
 - Skills you want to use on the job (e.g., CSS, research, teamwork)
- Advanced search:
 - Multiple keywords or regions
 - “Employment location arrangement” – choose from in-person, remote or hybrid
 - “Job posting information” – select one or more National Occupational Classification (NOC) codes, Canada’s system for categorizing occupations
 - Learn more at <https://noc.esdc.gc.ca/>



STEP 3: PREPARE YOUR APPLICATIONS

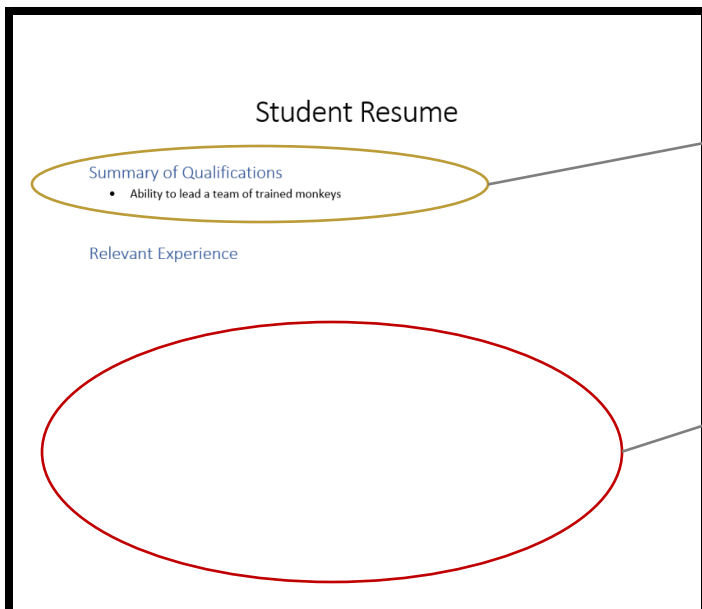
- Make your case! Why are you a match for the job?
 - Identify the employer's "wish list"
 - Identify your skills & experiences
 - Create a table if it helps!

What employer wants	Evidence I have it
Time management	Effectively balanced role as club president and a full-course load while maintaining Honour Roll status.
Verbal communication	Prepared and delivered 15-minute presentation to a panel of judges; received feedback that ideas were clearly communicated and convincing.
Microsoft Excel	Created functional Excel spreadsheet to club meetings; increased efficiency of scheduling process.



WHY SKILLS ARTICULATION IS IMPORTANT

- Employers will identify the skills they want, but the articulation is up us!
 - Employer: “We want **RED**”
 - Job seeker: “I have **vibrant candy apple RED with hues of crimson!**”
- Job seekers often name their skills, but leave out evidence and context...
 - E.g., “Excellent communication skills, ability to work independently and with a team”



Summary of Qualifications: “Ability to lead a team of trained monkeys”

Remainder of resume/cover letter: no mention of or evidence for trained monkey management



WRITING EXPERIENCE BULLET POINTS

- **Paint a picture with words** (help the employer envision you doing those jobs).
- **WHAT—HOW—WHY**

WHAT you did	HOW you did it	WHY it's important
<ul style="list-style-type: none">• Action or achievement verb (e.g., arranged, updated, prepared)	<ul style="list-style-type: none">• Tool (e.g., programming language)• Approach/methodology• Adverb (e.g., effectively, accurately)• Role (e.g., member, treasurer)	<ul style="list-style-type: none">• Result or accomplishment• Outcome• Impact• Quantify where possible



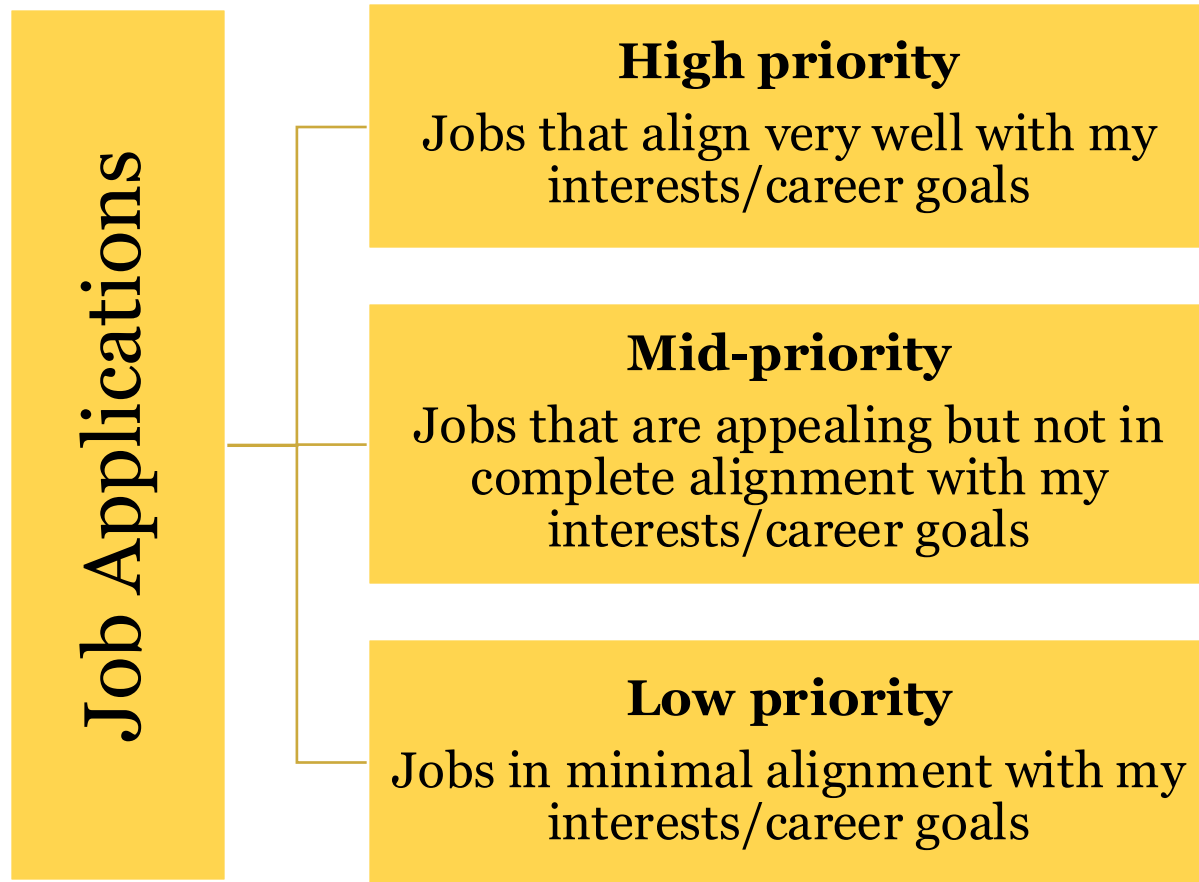
PRO TIP: “SMART TAILOR” YOUR RESUME!

- Tailoring takes time! Work smarter, not harder.
- Consider creating a “master resume”, which includes ALL of your experiences in one document
 - You might also consider writing different versions of the same bullet point for a specific experience, to speak to different skills
- Consider creating a “master summary of qualifications”, and pick and choose which bullet points to include and which order to put them in depending on the opportunity you’re applying to
- Consider creating multiple versions of your resume if applying to different job types/jobs in different fields or industries



WHAT ABOUT COVER LETTERS?

Prioritizing Job Applications



- When should I submit a cover letter?
- How much time should I invest tailoring my cover letter?
- Is it OK to submit a generic cover letter?



SMART TAILORING!

- Don't write every cover letter from scratch!
- Look for patterns and recurring key works in job postings
- Try out the Lego approach:
 - Paragraphs = building blocks
 - Swap out the opening and closing paragraphs
 - Prepare multiple middle paragraphs to pick and choose from

**WHAT ABOUT USING
GenAI?**



REMINDER: SHOW, DON'T TELL!

Telling:

“I am able to work effectively as part of a team.”

Showing - The STAR Approach:

Situation	In my mechanical engineering class this year,
Task	I was required to collaborate with my peers on building a functional robot.
Action	As team lead, I leveraged my project management skills to delegate tasks as well as my communication skills to resolve inter-personal conflicts.
Result	We received top marks and our prototype will be used as an example for future classes.



STEP 4: PREPARE TO NETWORK

Why is networking an effective job search strategy?

- Helps you learn more about your field
- Connects you with important people within your field
- Helps with your own decision-making process
- Helps to articulate your personal story
- Strengthens your reputation with potential employers
- **Unlocks the hidden job market**



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**

NETWORKING PREP TIPS

- **Determine your audience**

Who do you already know? Who would you **like** to know?

- **Know your conversation options**

Will you be reaching out in person, over the phone, or online (e.g., LinkedIn)?

- Informational interviews – more on these shortly

- **Prepare your tools**

Are your résumés/CVs, networking letters, online profiles, and portfolios up-to-date?

- **Develop your goals for the conversation**

What are you hoping to gain from this conversation?

- **Prepare specific questions**

What do you want to know? What are you curious about?



TAKE THE 5 CONTACT CHALLENGE



Prepare to network.

Write down the names of three-five people that you know who might be helpful to speak with

Get insight

“What advice do you have for me?”

Gain new contacts

“Do you know anyone that I would benefit from connecting with?”



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LINKEDIN ALUMNI SEARCH

3,033 alumni

Start year

End year

Computer Science ×

Kitchener, Canada Area ×

Clear all

[< Previous](#) [Next >](#)

Where they live + Add

13,055 | Canada

5,309 | Toronto, Canada Area

3,268 | United States

3,033 | Kitchener, Canada Area



Where they work + Add

267 | University of Waterloo

118 | Google

41 | Sun Life

37 | D2L

 **Messaging** 

Keri Twigg, "How to write to people you don't know (but want to) on LinkedIn"

INFORMATIONAL INTERVIEWS



What To Ask In An Informational Interview

- About their career/educational 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

***Is there anyone else you'd recommend that I talk to?**



STEP 5: TRACK YOUR PROGRESS

- **Create a database to track your progress + stay organized**
 - Select a tracking system (e.g. Excel, Notion, even a checklist)
 - Record details you find important!
 - Decide how you will organize your contacts
 - Update after every interaction + follow up!
- **Create a work schedule with clear goals and deadlines**
- **Stay connected and switch things up!**



WHAT'S YOUR WORK SEARCH APPROACH?

Specificity:

Lower application count with highly tailored documents

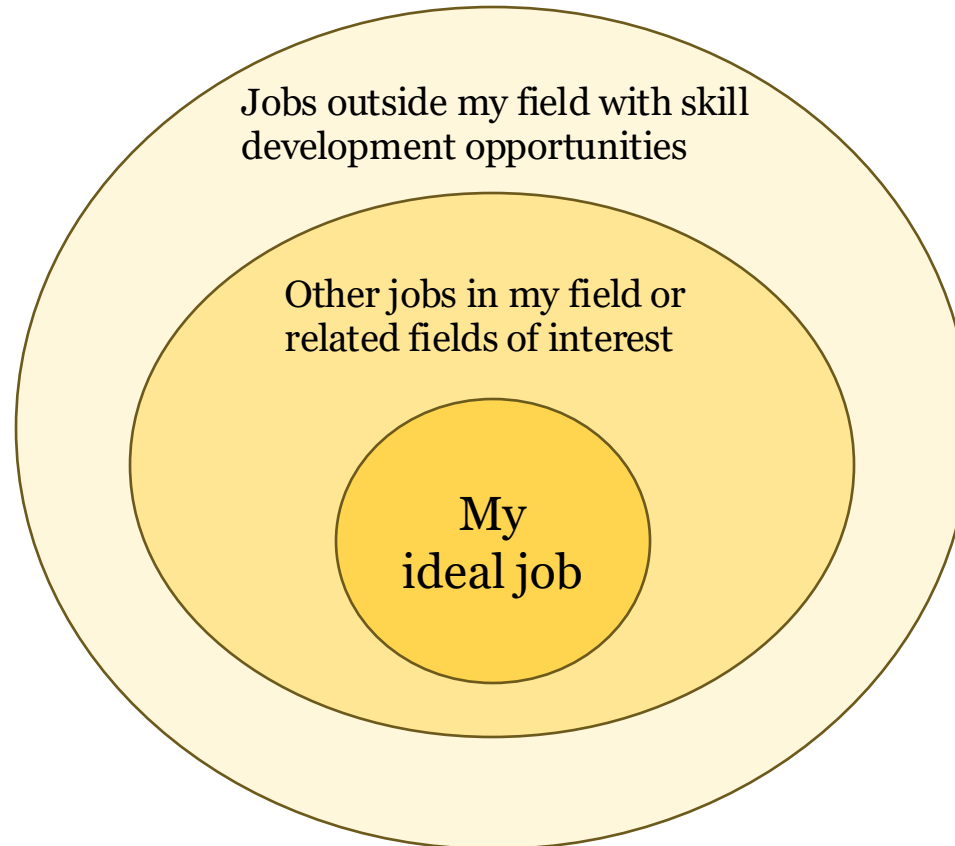
“Smart” tailoring →

Volume:

Higher application count with a default application package

How are you working on your work search?

- Job boards
- Networking/career conversations
- Reading and research
- Attending career appointments/workshops

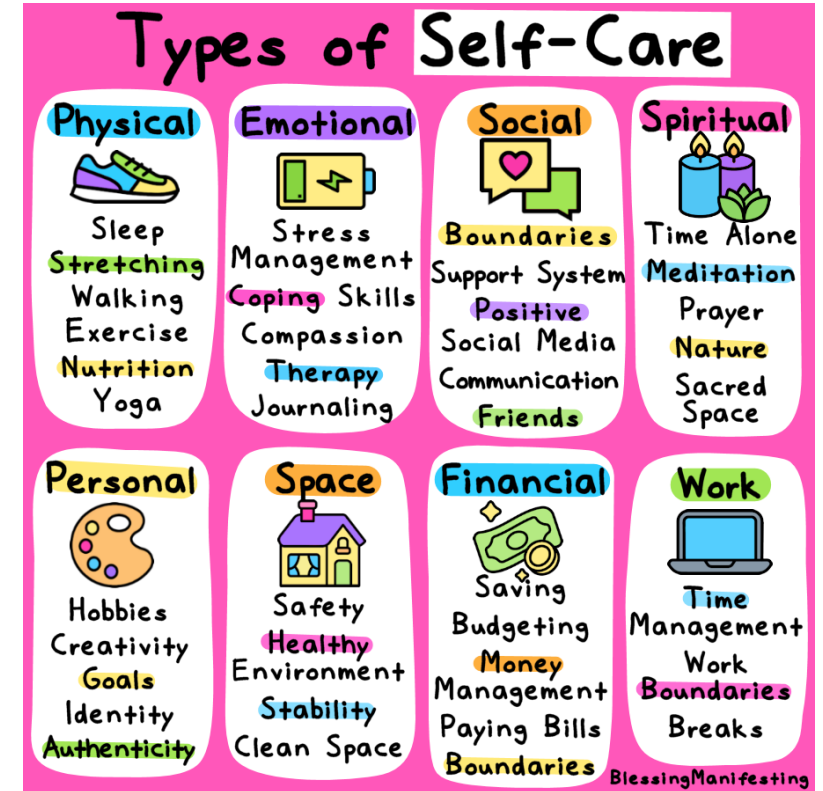


How far are you willing to expand your search?



PRACTICE SELF-CARE

- The world of work presents us with changes and challenges to navigate, and job searching can be stressful and taxing!
- Tracking your progress, setting schedules and goals, and switching up your work search strategies can help manage your energy
- Practice self-care throughout the job search – both the “boring” self-care, and other types that work for/matter to you
- Stay connected to people you trust for support, and consider visiting us at CCD!



The Self-Love Rainbow



CHECK OUT CCD APPOINTMENTS AND WORKSHOPS!



Job Search Strategies

Résumé

Cover Letter

Interview Prep

Career Exploration

Further Education



Individual Appointments

Drop-ins

Workshops

Online Resources

uwaterloo.ca/career-development



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CENTRE FOR CAREER DEVELOPMENT



About us ▾ Appointments & drop-ins Prepare for your career ▾ Job search ▾ Workshops & events ▾ Student opportunities ▾ Contact us News

Alumni Employees Graduate students and postdoctoral fellows International students Parents and supporters

Welcome to the Centre for Career Development



<https://uwaterloo.ca/career-development/>

Visit our website for:

- Booking appointments/drop-ins
- Job search resources
- Pre-recorded workshops
- And more!



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QUESTIONS?