

WELCOME to “Help, I don’t have a co-op job... yet!”

We’ll get started in a moment - but first, we want to hear from you!
Let us know which number best describes your situation in the chat.

Looking for jobs
on
WaterlooWorks

1

Looking for jobs
outside of
WaterlooWorks

2

Looking for jobs
*on &
outside of*
WaterlooWorks

3

Not sure where
to start!

4

IT'S OKAY!



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

10/27/2025

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Centre for Career Development



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Photo credit: @bruce.digital

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 co-ordinated within the Office of Indigenous Relations.

Curious about the land that *you* are on? Visit native-land.ca



What are you hoping to learn today?

Indicate your answer in the chat!

Job search tips on
WaterlooWorks

1

Arranging Your
Own Job Process

2

Options if I don't
find a job

3

Other –
Specify in the chat

4

WHAT ARE WE TALKING ABOUT TODAY?

- Co-op Dates
- Navigating Your Job Search
- Overcoming Job Search Challenges
- Exploring Alternatives
- Supports And Resources
- Q & A

*Slides will be shared after the session



CO-OP DATES

CO-OP PROCESS: CYCLE 1

Fall 2025 important dates

Recruiting schedule for Full-Cycle Service job board

<i>Cycle</i>	<i>Number of apps you can submit</i>	<i>Job postings open</i>	<i>Job postings close (ET)</i>	<i>Interview period</i>	<i>Employer rankings available (ET)</i>	<i>Student rankings due (ET)</i>	<i>Match results available (ET)</i>
Cycle 1 Posting A	Submit up to 50 apps	Sept. 6 - 16	Sept. 16 at 9 a.m.	Sept. 19 - Oct. 7	Oct. 8 at 2 p.m.	Oct. 10 at 2 p.m.	Oct. 10 by end of day
Cycle 1 Posting B	Submit up to 100 apps total (includes apps from previous cycle)	Sept. 17 - 23	Sept. 23 at 9 a.m.				
Cycle 2	Submit up to 500 apps total (includes apps from previous cycles)	Starting Oct. 11	Jobs posted between Oct. 11 - 19 (Reading Week) will close Oct. 22 at 9 a.m.	Oct. 27 - Nov. 11	Nov. 12 at 2 p.m.	Nov. 14 at 2 p.m.	Nov. 14 by end of day
Cycle 3		New jobs are posted daily	Jobs posted after Oct. 19 will close at 9 a.m., 2 business days after the job is posted	Nov. 18 - 25	Nov. 26 at 2 p.m.	Nov. 28 at 2 p.m.	Nov. 28 by end of day

You are here!

Add to your calendar!

<https://uwaterloo.ca/co-operative-education/important-dates>



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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!
 - **February 9** to secure employment for a standard co-op credit.
 - **March 9** to secure employment for a flexible term co-op credit.

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



Source: Undergraduate Studies Calendar | University of Waterloo (uwaterloo.ca)



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STANDARD VS. FLEXIBLE WORK TERMS



View full requirements [here](#).

Standard	Flexible
<ul style="list-style-type: none">• Single organization/employer.	<ul style="list-style-type: none">• Single or multiple employers/organizations.<ul style="list-style-type: none">• Allows you to receive Co-op credit for wider range of work experiences.
<ul style="list-style-type: none">• Full time, 12-16 weeks, and a minimum of 420 hours.	<ul style="list-style-type: none">• Single employer for a shorter duration: minimum of 8 weeks, part time or full time, minimum 280 hours.• Multiple employers could be an option too!
<ul style="list-style-type: none">• Position must be minimum wage or meet unpaid/underpaid guidelines.	<ul style="list-style-type: none">• Position must be minimum wage or meet unpaid/underpaid guidelines.

View full requirements [here](#).



NAVIGATING YOUR JOB SEARCH



JOB BOARDS ON WATERLOOWORKS

Dashboard

CO-OP JOBS

FULL-CYCLE SERVICE

JOBS / APPLICATIONS

Interviews

Employer-Student Direct

Graduating and Full-Time Jobs

Contract, Part-Time and Volunteer Jobs

External Job Boards

Employer Information Sessions

Career Centre Events

Additional Networking & Professional Events

Appointments

Help

Logout

Fall 2024

Jobs > Full-Cycle Service

Overview

The Full-Cycle Service 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](#).

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

Keyword

Clear

Filter by Region

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

Clear

Filter by Cluster

- Theme - Accounting and Auditing
- Theme - Agricultural and Food Sciences
- Theme - Architecture and Design
- Theme - Business Administration
- Theme - Computing: Hardware Developm

Clear

Filter by Level

Junior
Intermediate
Senior

Clear

Search

- or -

Advanced Search

QUICK SEARCHES:

465

All Jobs

60

For My Program

50

Applied To

0

Shortlist

174

Viewed

82

New Posting Since Last Login

19

Postings added in the last 7 days

1

Application Deadlines Today

465

Application Deadlines in the next 10 Days

MY SAVED SEARCHES

Saved searches will automatically expire 1 year after creation.

You have no saved searches

SEARCH POSTING

Enter the job ID you are searching for

Search

LIST MANAGEMENT OPTIONS

Co-op and Internship Jumpstart Series:
Searching/Applying for Jobs in WaterlooWorks

WHERE CO-OP STUDENTS WORK


Offers real data on what job titles past students have held and which industries they worked in

Go to **Where Co-op Students Work** and click on the bar and use your WATIAM login to access the tool



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ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO COVID-19

SEARCH

CO-OPERATIVE EDUCATION

Home

Co-op updates due to COVID-19

About co-op

Our mission & vision

Hear from Waterloo co-op students

Our people

Employment statistics

Co-op earnings


Where co-op students work

Important dates

Co-op roles and responsibilities

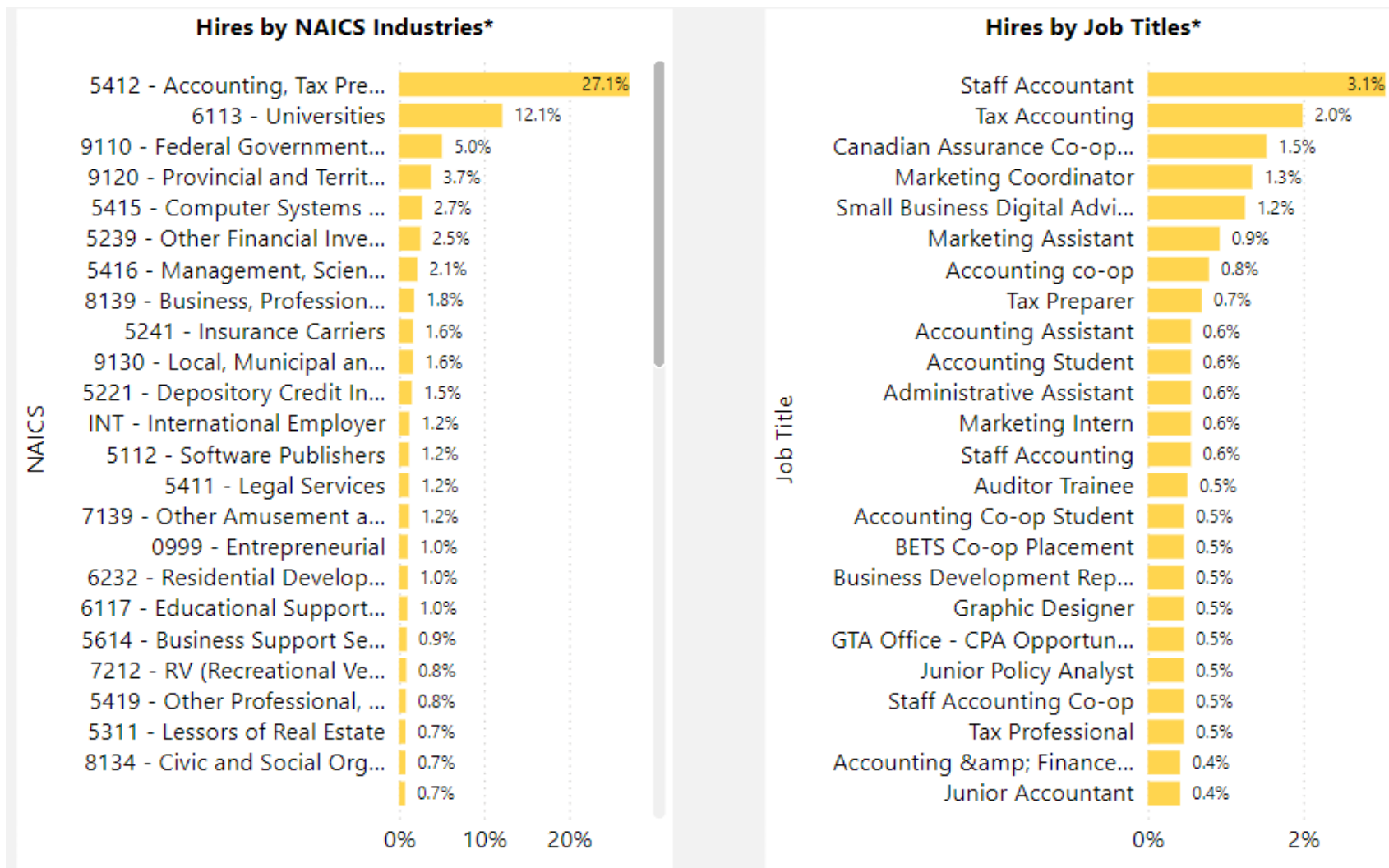
Co-operative Education » About co-op »

Where co-op students work



Ever wonder where co-op students from your faculty, program or related programs have worked in the past?

WHERE 1st WORK TERM STUDENTS WORK: **ARTS**



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

Fall 2022- Fall 2024



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“TYPICAL” CO-OP JOBS Website

- Financial Analyst
- Accessibility Support Worker
- Design & Comms Assistant
- Daycare Assistant
- Design Research Co-op
- Digital Analytics Co-op
- Employment Survey Coordinator
- Real Estate Investments Analyst
- User Experience Designer

Faculty of Arts typical co-op jobs

Faculty of Arts students secure competitive co-op jobs in industries across the world.

Co-op is an opportunity to study a discipline you are interested in while trying different jobs. Regardless of academic program or major, every student's co-op experience is different and most careers are non-linear.

Students in the Faculty of Arts learn to persuade, to communicate and to understand other points of view. They analyze human behaviour to understand the needs of others. These transferable skills are valued by employers from all industries.

This list of sample co-op jobs is organized by degree and includes descriptions based on real co-op work term positions held by Waterloo students. We have not included employer names to maintain employer confidentiality. This list is intended to help you understand what your co-op pathway may look like based on your program. However, you should explore diverse employment opportunities throughout your co-op work terms to find out where you want to take your career post-graduation.

Sample co-op jobs by program

Expand All	Collapse All
HONOURS ARTS	▼
HONOURS ARTS AND BUSINESS	▼
GLOBAL BUSINESS AND DIGITAL ARTS	▼
ACCOUNTING AND FINANCIAL MANAGEMENT	▼

FIRST WORK TERM CREDIT- OPTIONS

WATERLOO WORKS	ARRANGE YOUR OWN JOB (AOJ)	WE ACCELERATE (WEA)
<ul style="list-style-type: none">Find a job through the WaterlooWorks job boards:Full Cycle Service/Employer Student Direct Job Boards<ul style="list-style-type: none">Earn a pre-approved standard work term credit.Contract, Part-Time and Volunteer Jobs<ul style="list-style-type: none">Earn a flexible work term credit.	<ul style="list-style-type: none">Find a job on an external job board or through your own networks.Earn a standard or flexible work term credit.Note: Submit AOJ form on WW once you have a firm offer.	<ul style="list-style-type: none">Earn an unpaid, flexible work term credit.Develop in-demand skills through content provided by industry collaborators and team-based project experiences.All eligible students will receive an email invitation to the Virtual Information Day.

OVERCOMING JOB SEARCH CHALLENGES



THIS IS NAVYA



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

What can Navya do?

HOW COULD I IMPROVE MY RESUME?

- Does your resume speak explicitly to skills required in the job description?
- Does your resume show the employer that you are good at stuff?
 - Employer/customer feedback
 - Grades
 - Improvements you made in your roles (e.g. enhanced, improved, reduced, increased...)
- If you are applying to different jobs, do you use a different resume?



THIS IS NAVYA

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



What can Navya do?

- Tailor cover letter & resume for most desired jobs
- Ask someone to proofread documents
- Develop skills through micro-courses (i.e., [LinkedIn Learning](#)).
- [Book an appointment/attend a drop-in at CCD](#)

THIS IS JACOB

Attended interviews but didn't get a job.

What can Jacob do?



THIS IS JACOB

Attended interviews but didn't get a job.

What can Jacob do?

- Prepare!
 - Review job description
 - Research employer ahead of time
 - Prepare self-introduction
- 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?



EXPLORING ALTERNATIVES



ARRANGING YOUR OWN JOB (AOJ)

Steps to arrange your own job for co-op credit

Look for a position on external job sites, through your personal connections, and at job fairs



Once you receive a **firm** job offer, submit an Arrange Own Job (AOJ) form on WaterlooWorks



A Co-op Advisor will be in touch if we require more info to approve your job for co-op credit

Chat with your co-op advisor to learn more about:

- If a job that you are interested in is likely to receive a co-op credit (i.e. [Standard Work Term](#))
- How to provide an employer more information about co-op (i.e. [funding/tax credits available](#))
- Tips for talking to employers about hiring (i.e., [Introduction letter](#) and how to use it)

October 29: [University of Waterloo's Volunteer Fair](#)



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ARRANGING YOUR OWN JOB RESOURCES

AOJ JOB SEARCH PROCESS

EXTERNAL JOB BOARDS

Visit the [AOJ Job Search](#) Tips:

- ‘Letter of Introduction’ [templates](#).
- Information on how to:
 - Prepare application documents.
 - How to network /explore external job boards.

External:

- [LinkedIn Jobs](#)
- [Indeed Canada](#)
- [Job Bank](#)
- [Campus Connect](#)
- [Charity Village](#)

On WaterlooWorks

- External Job Boards
- Employer-Student Direct Job Board
- Contract, Part-Time and Volunteer Job Board

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 the past
 - Microsoft Azure Artificial Intelligence.
 - Digital Bootcamp.

Other Non-traditional Co-op options

- E Co-op aka Enterprise Co-op (all students)
- BETS aka Bridging Entrepreneurs to Students program (first work term students)



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

Talk to your Academic Advisor about your options:

- Sequence Change
- Off term



RESOURCES AND SUPPORTS

WE GOT YOU COVERED!

CAREER ADVISORS



Focus: Résumé, Cover Letter, Interview Prep, career planning

Workshops ([upcoming](#))

Further Education Planning

[Meet with a Career Advisor](#)

ACADEMIC ADVISORS



Focus: co-op degree requirements

Sequence changes

Academic Program

Course Selection

[Find my Academic Advisor](#)

CO-OP ADVISORS



Focus: Co-op process & WaterlooWorks

Arranging your own Job

Rank/Match

[Connect on WaterlooWorks](#)

Co-op Questions? See: Your Co-op Advisor

Send a message

- “Send a message” on WaterlooWorks

Book a meeting

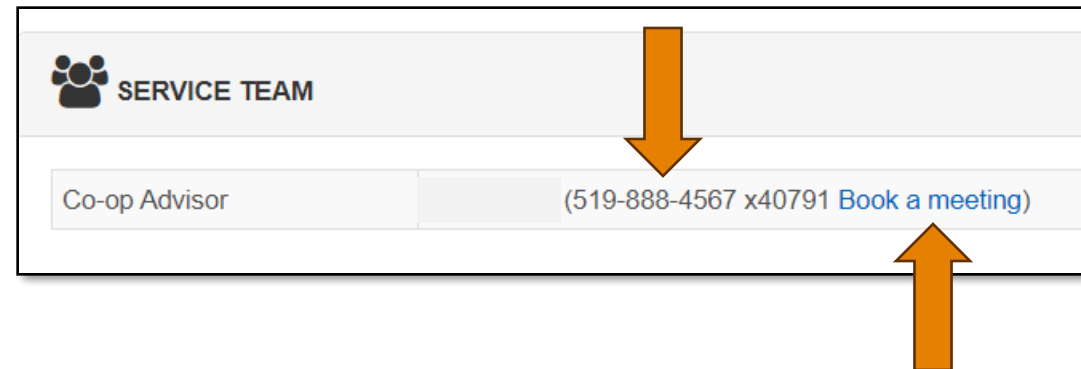
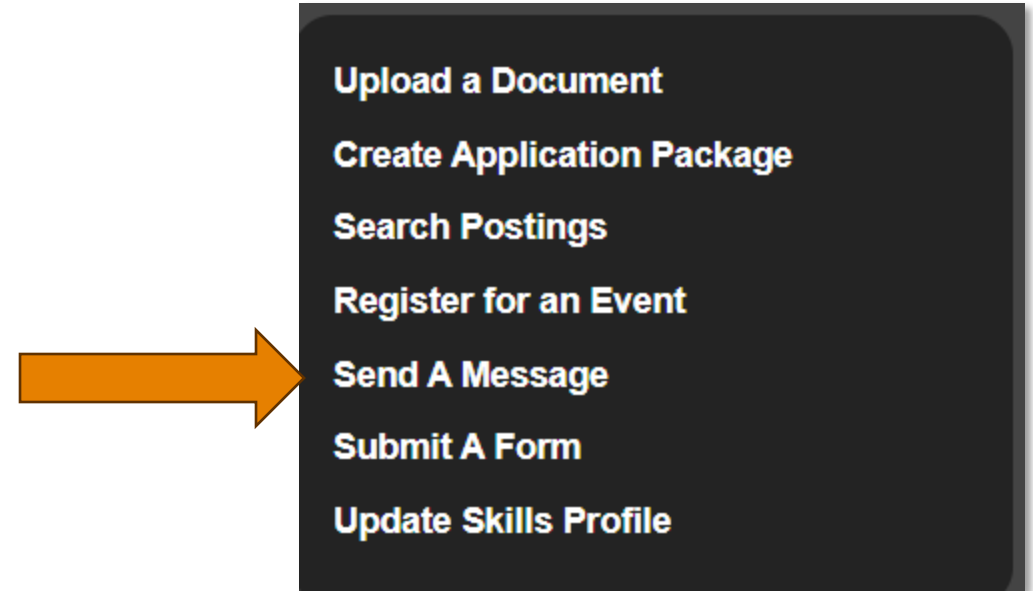
- Select the “Book a meeting” link on WaterlooWorks

Call

- Call them at the phone number on WaterlooWorks

Drop-in

- Virtual office hours (2-3 p.m. ET on Mon – Fri)



KEY TAKEAWAYS

- You have lots of time left. Keep job searching and don't give up!
- Many different avenues for you to explore work/earn Co-op credit.
- Add **Important Dates** to your calendar.
- You're not alone. We are here to help!





QUESTIONS?

DROP-IN ADVISING!

WHEN: Wednesday, October 29 | 11:00 AM – 2:00 PM

WHERE: Arts Undergrad Office (PAS 2439)

Bring your career questions!



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YOU+WATERLOO

Our greatest impact happens together.