

# 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.  
*Please note today’s session will be recorded.*

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!

2/13/2025

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Centre for Career Development



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Development



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](https://www.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 Process & Requirements
- Navigating Your Job Search
- Overcoming Job Search Challenges
- Exploring Alternatives
- Supports And Resources
- Q & A

\*Slides will be shared after the session



# CO-OP PROCESS & REQUIREMENTS

# CO-OP PROCESS: CYCLE 1

1. Bookmark the Important Dates Webpage now
2. Set reminders to check it often
3. Note the key dates for this cycle/term and consider adding them directly into your calendar

## Winter 2025 important dates

### Recruiting schedule for Full-Cycle Service job board (formerly the Hire Waterloo Co-op board)

Viewing on mobile? Turn your device horizontal to fully view the chart or view the spring monthly calendar.

Cycle	Number of apps you can submit	Job postings open	Job postings close (ET)	Interview period	Employer rankings available (ET)	Student rankings due (ET)	Match results available (ET)
<b>Cycle 1 Posting 1</b>	Submit up to 50 apps	Jan 4 - 14	Jan. 14 at 9 a.m.	Jan. 20 - Feb. 5	Feb. 6 at 2 p.m.	Feb. 7 at 2 p.m.	Feb. 7 by end of day
<b>Cycle 1 Posting 2</b>	Submit up to 100 apps total (includes apps from previous cycle)	Jan. 15 - 21	Jan. 21 at 9 a.m.	Jan. 20 - Feb. 5	Feb. 6 at 2 p.m.	Feb. 7 at 2 p.m.	Feb. 7 by end of day
<b>Cycle 2 Posting 1</b>	Submit up to 150 apps total (includes apps from previous cycles)	Feb. 8 - 14	Feb. 14 at 11:59 p.m.* (new time)	Feb. 26 - March 5	March 6 at 2 p.m.	March 7 at 2 p.m.	March 7 by end of day
<b>Cycle 2 Posting 2</b>	Submit up to 200 apps total (includes apps from previous cycles)	Feb. 15 - 25	Feb. 25 at 9 a.m.	Feb. 26 - March 5	March 6 at 2 p.m.	March 7 at 2 p.m.	March 7 by end of day

You are here!

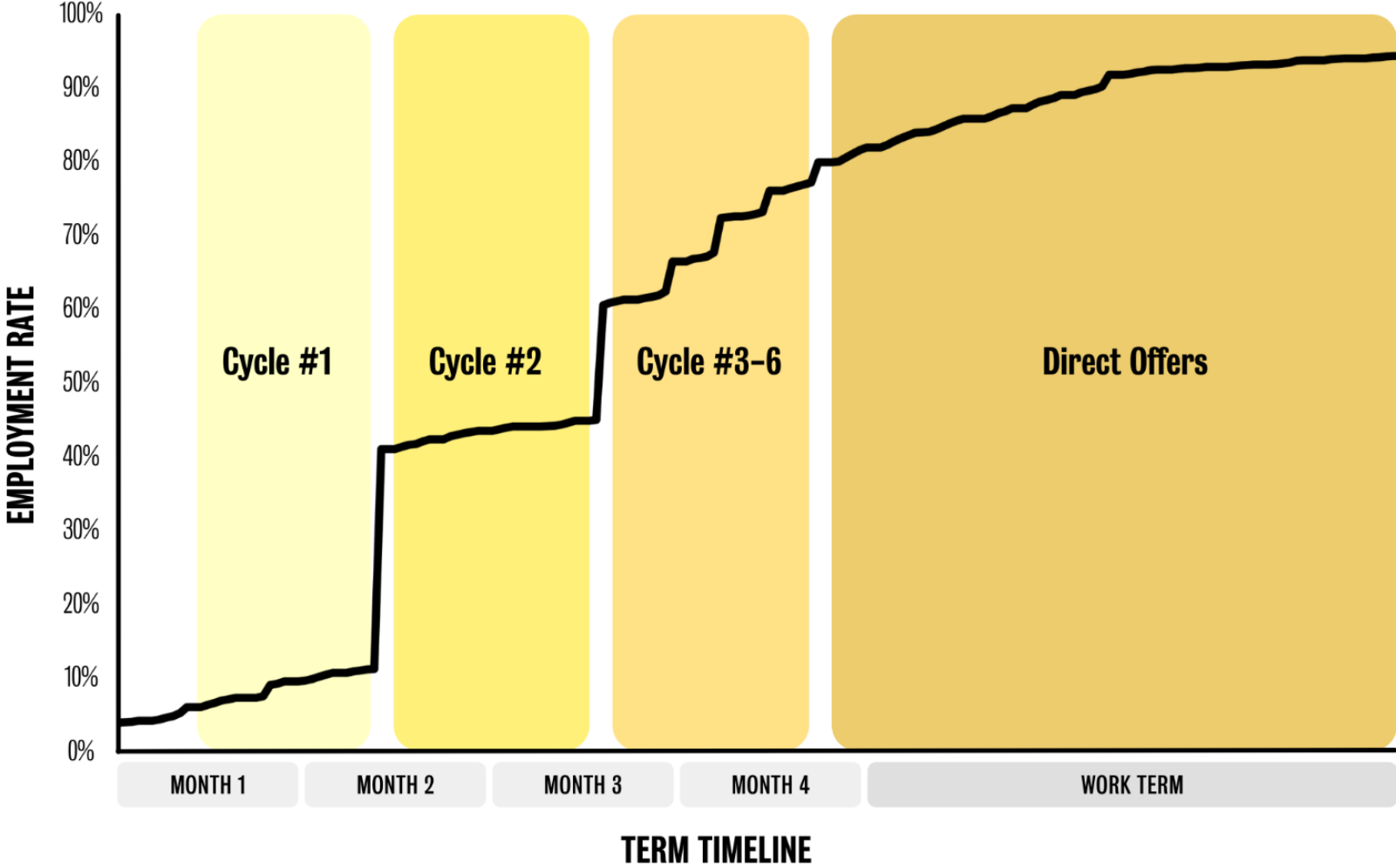
Add to your calendar!

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





# EMPLOYMENT STATISTICS



Source

# 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 10** to secure employment for a **standard** co-op credit.
  - **July 10** 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



# STANDARD VS. FLEXIBLE WORK TERMS



View full requirements [here](#).

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

View full requirements [here](#).



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# NAVIGATING YOUR JOB SEARCH

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# 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

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:

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

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

Filter by Level:  
Junior  
Intermediate  
Senior

- 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

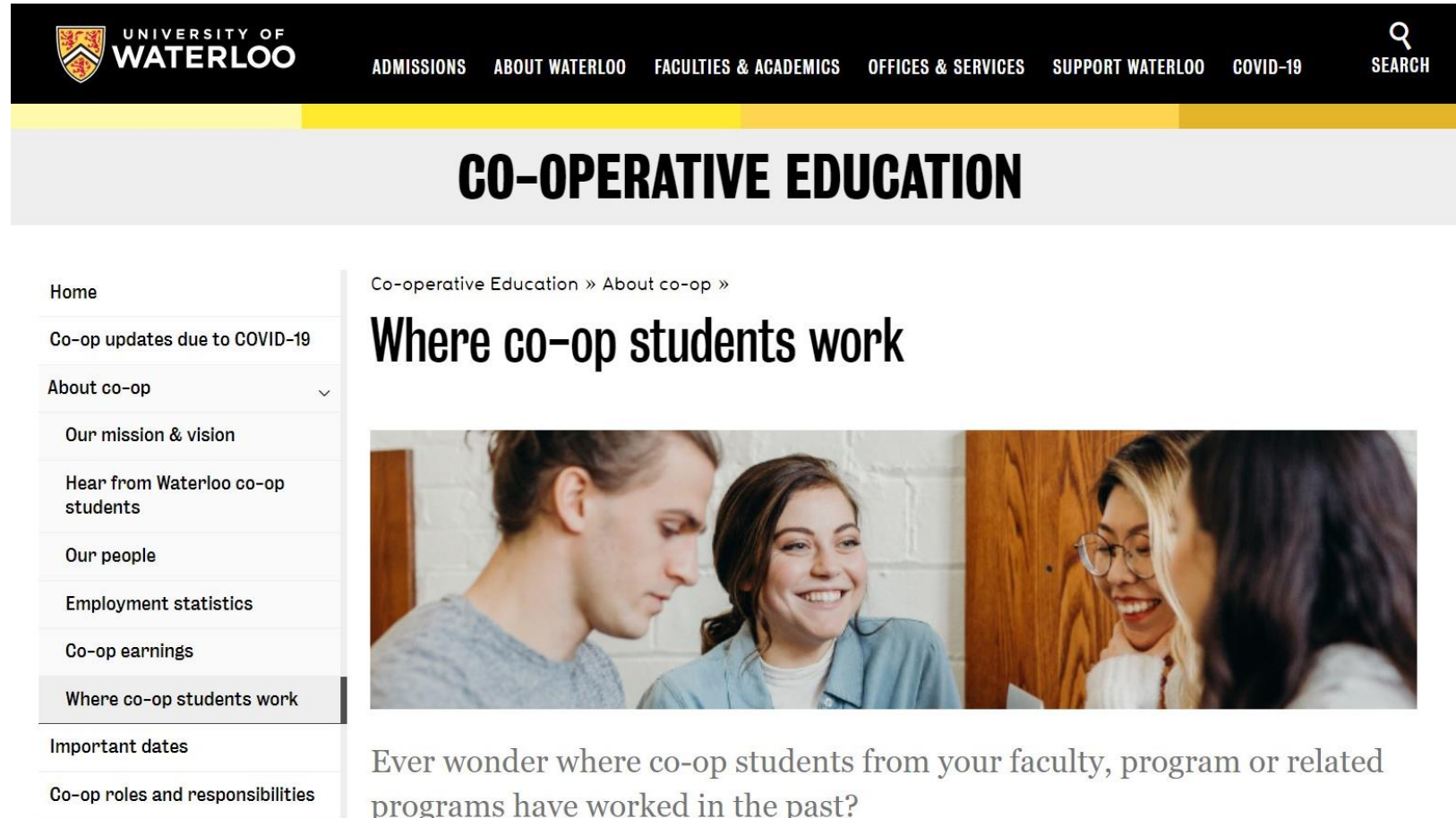
**LIST MANAGEMENT OPTIONS**

**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



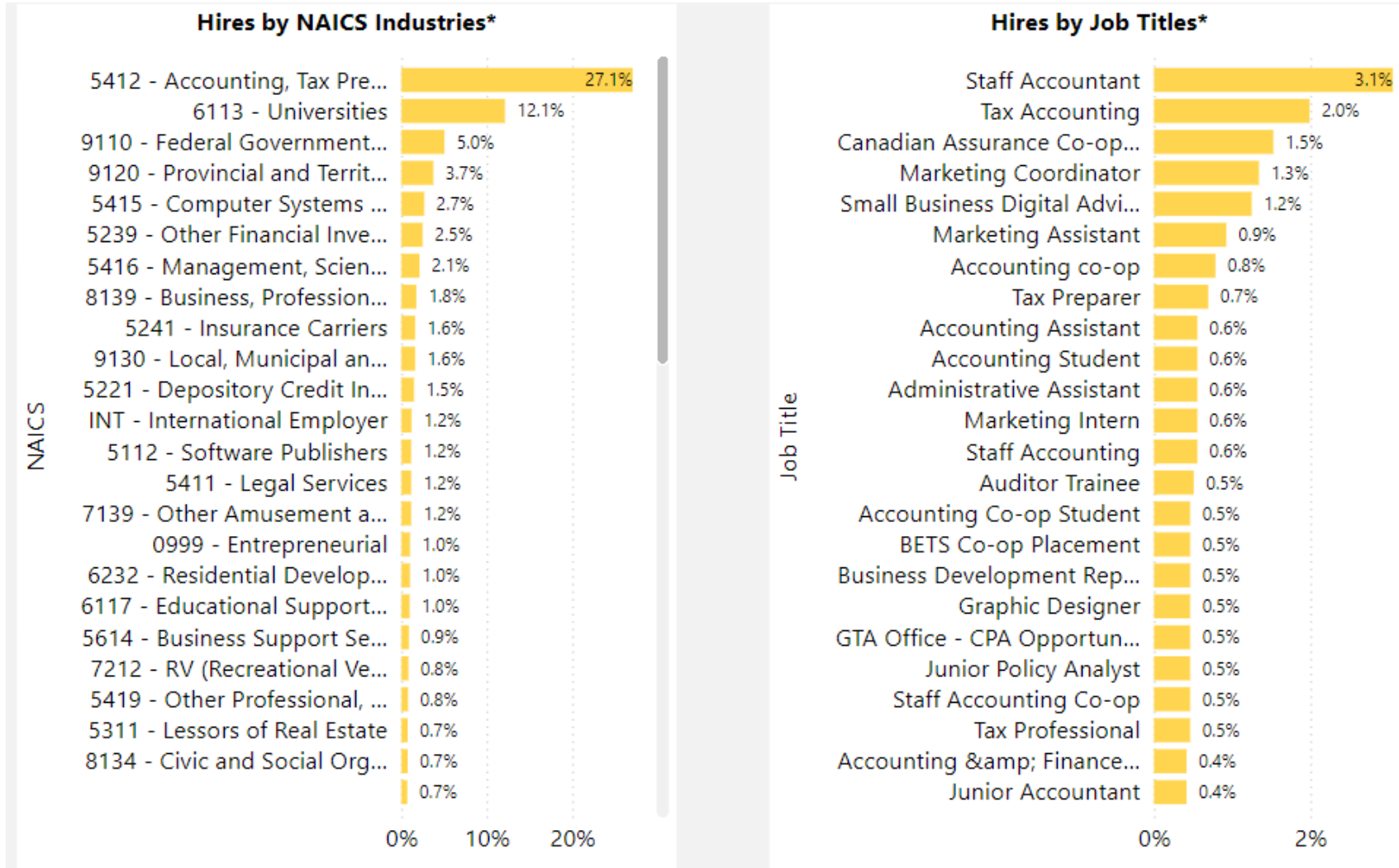
The screenshot shows the University of Waterloo website's navigation menu with options like 'ADMISSIONS', 'ABOUT WATERLOO', 'FACULTIES & ACADEMICS', 'OFFICES & SERVICES', 'SUPPORT WATERLOO', and 'COVID-19'. The main header reads 'CO-OPERATIVE EDUCATION'. A left sidebar menu includes 'Home', 'Co-op updates due to COVID-19', 'About co-op' (with a dropdown arrow), 'Our mission & vision', 'Hear from Waterloo co-op students', 'Our people', 'Employment statistics', 'Co-op earnings', 'Where co-op students work' (highlighted), 'Important dates', and 'Co-op roles and responsibilities'. The main content area shows the breadcrumb 'Co-operative Education » About co-op »' and the title 'Where co-op students work'. Below the title is a photograph of three students smiling and talking. The text below the photo asks, 'Ever wonder where co-op students from your faculty, program or related programs have worked in the past?'.



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# WHERE 1<sup>st</sup> 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	▼

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# OVERCOMING JOB SEARCH CHALLENGES

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# THIS IS NAVYA



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

## **What can Navya do?**

- Consider quality vs. quantity.
- 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?

- 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?



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# EXPLORING ALTERNATIVES

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## Funded programs students can apply for

Expand All

Collapse All

VENTURE FOR CANADA - INTERNSHIP PROGRAM FOR STUDENTS INTERESTED IN WORKING FOR STARTUPS OR RELATED ENTREPRENEURIAL PROJECTS



ENVIRONMENTAL CAREERS ORGANIZATION OF CANADA - WAGE SUBSIDY PROGRAM FOR ENVIRONMENTAL STUDENTS



GREEN JOBS - PROJECT LEARNING TREE CANADA FOR STUDENTS INTERESTED IN GREEN JOBS



STEP SERVICES - GOVERNMENT OF MANITOBA FOR STUDENTS INTERESTED IN WORKING FOR THE PROVINCE OF MANITOBA



YOUNG CANADA WORKS - GOVERNMENT OF CANADA FOR STUDENTS LOOKING FOR SPRING/SUMMER CO-OP OPPORTUNITIES



UNITED NATIONS ASSOCIATION IN CANADA: GREEN SPACES FOR STUDENTS INTERESTED IN GREEN JOBS



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

it (i.e. Standard Work Term)

funding/tax credits available)

er and how to use it)



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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)



# 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

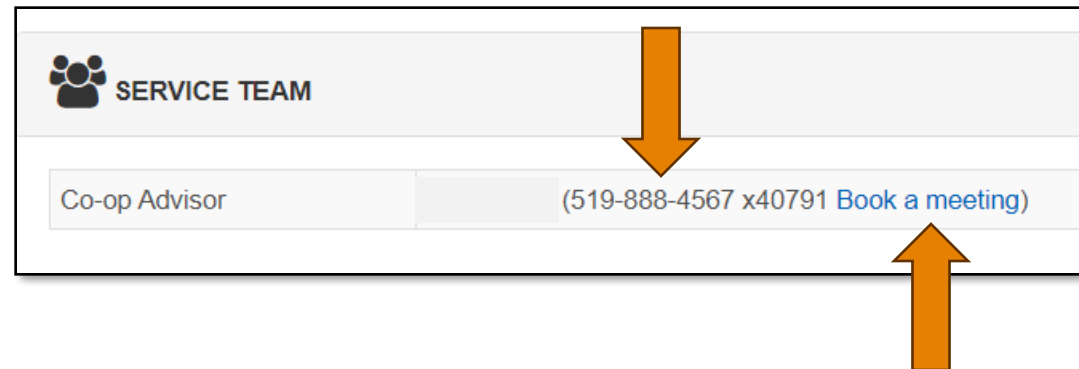
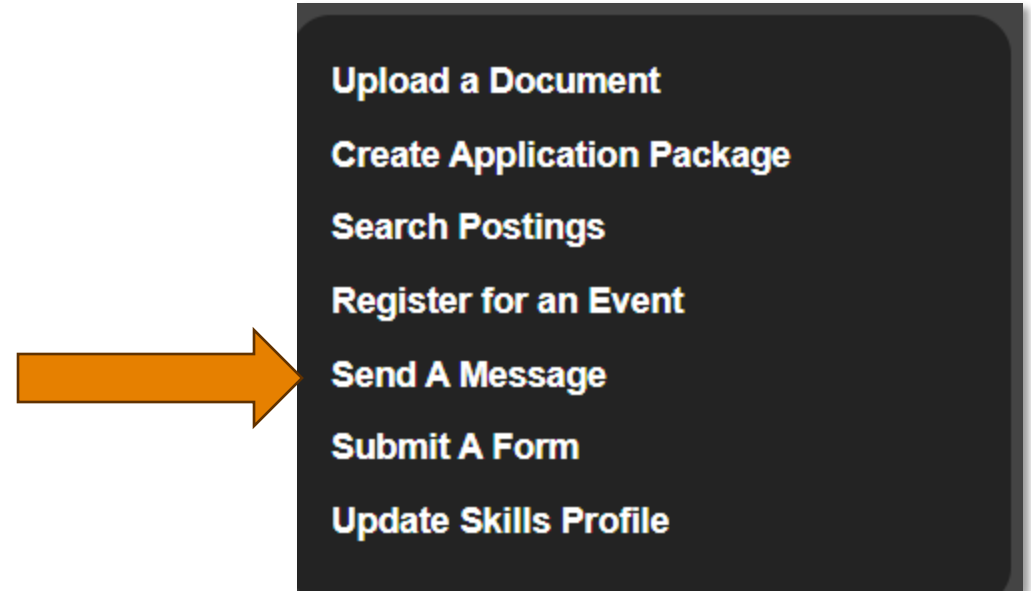
- Select the “Book a meeting” link on WaterlooWorks

## 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, November 6 | 1:00 AM – 3:00 PM

**WHERE:** Arts Undergrad Office (PAS 2439)

**Bring your career questions!**



# UNIVERSITY OF WATERLOO



## Centre for Career Development

**YOU+WATERLOO**

*Our greatest impact happens together.*