

# INFORMATION SESSION FOR GRADUATING STUDENTS

Anu Aery  
Career Advisor  
Centre for Career Development

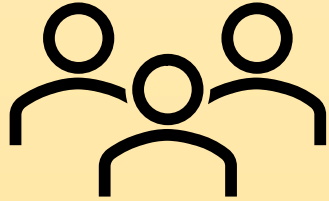


UNIVERSITY OF  
**WATERLOO**

Centre for Career  
Development



# CCD SERVICES



**Here for all students!**

**Regular**

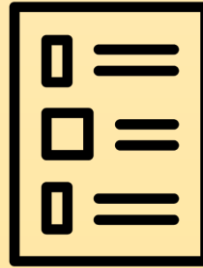
**Co-op**

**Undergrad**

**Grad – All Levels**

**Alumni**

**Employees**



**Job Search Tactics**

**Résumé**

**Cover Letter**

**Interview Prep**

**Career Exploration**

**Grad School Prep**



**Individual Appointments**

**Drop-ins**

**Co-op Consults**

**Workshops**

**Online Resources**

# CCD APPOINTMENTS

Booked in advance | **1-on-1 sessions** | Offered in person, over the phone, or via webcam

Searching for a Job?	Interested in career planning?	In graduate school?
<p>Appointment options:</p> <ul style="list-style-type: none"><li>• Resume Review</li><li>• Cover Letter</li><li>• Mock Interview</li><li>• Work Search</li></ul>	<ul style="list-style-type: none"><li>• Book a <b>Career Consult</b> to start the conversation.</li><li>• From there you will work with an advisor to explore:<ul style="list-style-type: none"><li>• self-assessments</li><li>• career decisions</li><li>• making a toolkit</li><li>• occupational research</li></ul></li></ul>	<p>Appointment options:</p> <ul style="list-style-type: none"><li>• CV (curriculum vitae)<ul style="list-style-type: none"><li>• for education and/or research positions</li></ul></li><li>• Résumé</li><li>• Letters</li><li>• Mock interview</li><li>• Work search</li></ul>

\*Alumni receive **3 complimentary** appointments after graduating; \$40/appt thereafter

 **Book online to attend:** [www.waterlooworks.uwaterloo.ca](http://www.waterlooworks.uwaterloo.ca)

# FURTHER EDUCATION APPOINTMENTS

## Applying to graduate or professional school?

Book an appointment with a Further Education Career Advisor for support on:

- Decision-making about your further education plans
- Discussing how to become competitive for a specific program (e.g., grades, or admission tests)
- Advice on your application documents (e.g., personal statements or CVs)
- Supporting your interview preparation for professional programs

To request further education support, fill out this form: <https://bit.ly/3bqOQ1L>

- \*Note: only available for current students

# SAME-DAY VIRTUAL DROP-INS

## Drop-in Schedule for Winter 2024

**Résumé, cover letter, interview –**  
Masters and undergraduate students

**Career Consults –**  
Master's and undergraduate students

**Work Search drop-ins –**  
Master's and undergraduate students

**Online:**  
Monday to Friday  
10:00 a.m. – 6:00 p.m.

**In-person:**  
Mondays at **DC**  
5:00pm-7:00pm

Tues & Thurs. at **TC**  
12:00pm – 2:00 p.m.

\*all times listed in ET

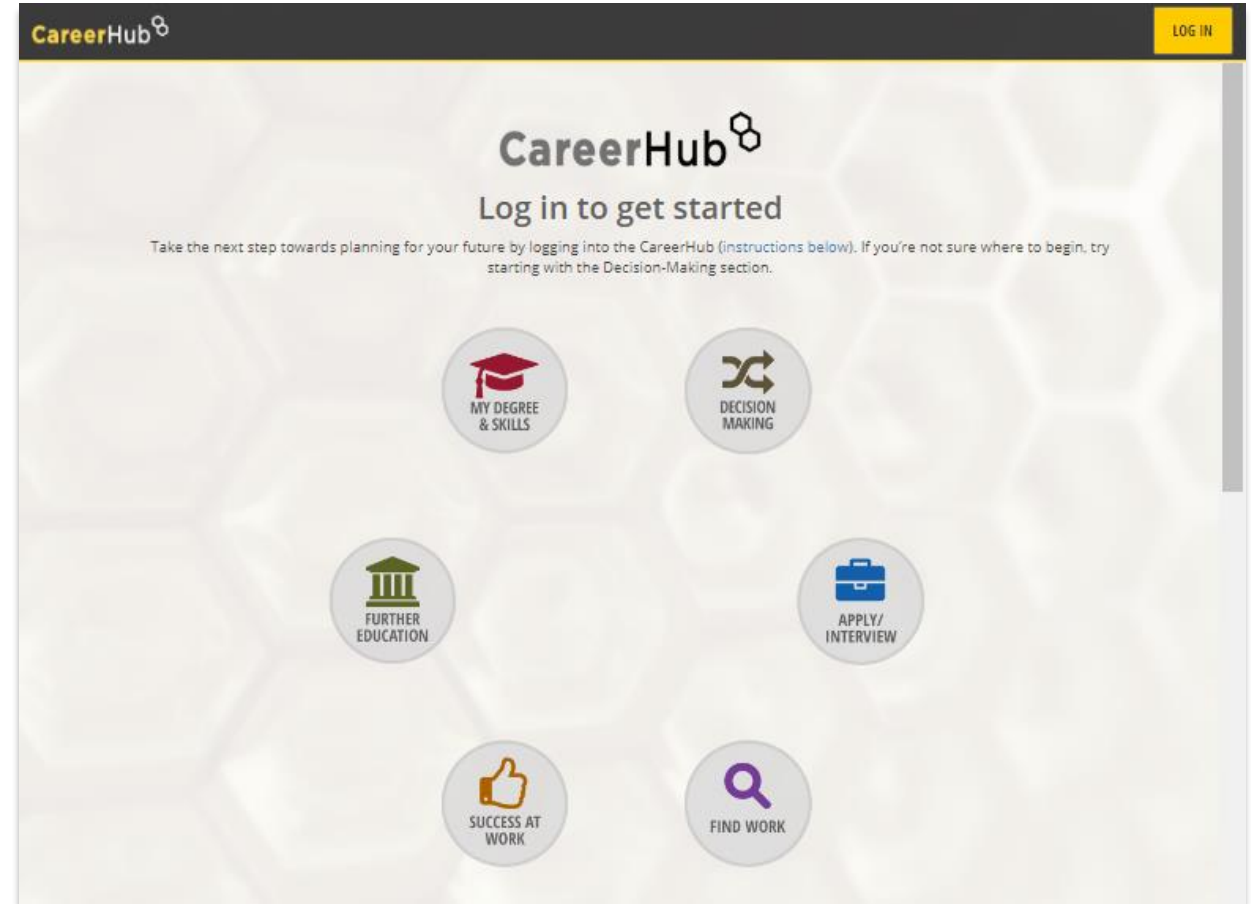
- Book online on WaterlooWorks
- 1-on-1 sessions
- 20 minutes
- Unlimited access for students
- Not available for alumni at this time

See [How to Book an Appointment](#) for details, [live chat](#) between 9:30 a.m. and 4:30 p.m., Monday to Friday, or contact [careers@uwaterloo.ca](mailto:careers@uwaterloo.ca) for further support.

 **Book online to attend:** [www.waterlooworks.uwaterloo.ca](http://www.waterlooworks.uwaterloo.ca)

# CAREERHUB - [careerhub.uwaterloo.ca](https://careerhub.uwaterloo.ca)

- Log in with your WATIAM credentials
- 24/7 access to career resources made specifically for University of Waterloo students
- Résumé and cover letter guidelines and tips
- Common interview questions and interview supports
- Advice on what questions to ask an employer during interviews
- Tips for searching for work both inside Canada and internationally
- Considerations for further education





# CCD EVENTS & WORKSHOPS

- Resume Tips: Thinking Like an Employer
- How to Make Cover Letters Less Painful
- Preparing for the P4E Job Fair
- Preparing for Interviews
- Digging into LinkedIn
- Workshops are unlimited - even for alumni!

The screenshot shows a dark-themed dashboard for 'CAREER CENTRE EVENTS'. At the top, there is a dropdown menu for 'Access Different Account'. Below that, a section for 'Add an Event' includes 'Pending Approval(0)', 'Search Events', and 'Search Registrations'. A navigation menu on the left lists various options: Dashboard, Staff, Hire Waterloo Co-op, Hire Waterloo, External Job Boards, Employer Information Sessions, CAREER CENTRE EVENTS (highlighted), Additional Networking & Professional Events, Appointments, Help, and Logout. At the bottom, there is a 'Notification Centre' showing 'No new notifications to view' and a 'RECENT' section with an 'Edit' button.

January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
		5:30p How to Find a Job	3p Help! How Do I Co-op? (Undergraduate) 4p Resume Tips: Thinking Like an Employer 4p Engineering Co-op Refresher: Everything 8 streams need to know to land a co-op job	3p Help! How Do I Co-op? (Graduate)		
14	15	16	17	18	19	20
	4:30p Engineering Co-op Refresher: Everything 8-streams need to know to land a co-op job	11:30a Graduating Students Information Session 2p Selecting Prerequisites and Navigating Transcript Notations for your Further Education Journey 4:30p How to Make Cover Letters Less Painful 6p EDGE Info Session	1p Academic CVs 4p Graduating Students Information Session 6p Making AI Work for You: Part 1		9:30a Mapping out your career Part 1 12p Digging into LinkedIn	
21	22	23	24	25	26	27
	10a Academic Interviews	1:30p Interviews		4:30p Preparing for interviews	9:30a Mapping out your career Part 2 10:30a Resumes and cover letters	
28	29	30	31	1	2	3
	2:30p Discover a career you'll love		10:30a Skills to build your career on 4p Preparing for the P4E Job Fair	12p Honest Conversations - Job Search with a Disability / Transition to Work		

 **Book online to attend:** [www.waterlooworks.uwaterloo.ca](http://www.waterlooworks.uwaterloo.ca)

# EVENTS

## P4E Career and Job Fairs

- In-person fair: February 7, 2024
- Timing: February and September
- Largest of its kind in the country
- Great opportunity to create meaningful connections with employers
- UWaterloo students and alumni can attend
- List of registered employers available
- Excellent networking preparation tips



**P4E JOBFAIR**  
LARGEST OF ITS KIND IN THE COUNTRY

**To register for the Career or Job Fair:**

<https://www.partners4employment.ca/home.htm>





# Partnerships for Employment

Virtual Job Fair - February 7, 2024

[Employer Information](#)



# Employer Information Sessions

- **Employer Information Sessions**
- Recruiting event hosted by employers looking to hire Waterloo students
- Learn information about their company, hiring process and the roles available
- **When: Ongoing (More at the start of terms)**
- Register via WaterlooWorks

The screenshot displays the WaterlooWorks Employer Information Sessions calendar for January 2024. The interface is divided into a sidebar and a main calendar grid.

**Sidebar:**

- Access Different Account (dropdown)
- Add an Event
- Pending Approval(3)
- Search Events
- Search Registrations
- Dashboard
- Staff
- Hire Waterloo Co-op
- Hire Waterloo
- External Job Boards
- EMPLOYER INFORMATION SESSIONS** (highlighted)
- Career Centre Events
- Additional Networking & Professional Events
- Appointments
- Help
- Logout
- Notification Centre: No new notifications to view
- RECENT (dropdown)

**Calendar Grid (January 2024):**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

**Key Sessions from the Calendar:**

- Jan 8:** First Day of Classes
- Jan 9:** 5p SGH | Life at SGH from Waterloo Alumni - IN-PERSON Information Session
- Jan 10:** 11:30a Christie Digital | Fireside Chat - IN-PERSON Information Session; 5p Fairfax Financial Holdings | Fairfax Financial Co-op Information Session - IN-PERSON Information Session; 7:30p Boeing | Boeing Canada Engineering Overview - IN-PERSON Information Session
- Jan 11:** 11:30a MTE Consultants | A Day in the Life of Our Engineers - IN-PERSON Information Session; 5p Bloomberg | Bloomberg Information Session - IN-PERSON Information Session; 7:30p Radar | A Day in the Life of a Radar Engineer - IN-PERSON Information Session
- Jan 12:** 11:30a Genesys | Genesys Employer Information Session - IN-PERSON Information Session
- Jan 14:** 11:30a Liberty | Summer 2024 Co-op Opportunities and Networking Session - IN-PERSON Information Session; 7:30p Capital One | Information Session Capital One x Waterloo - VIRTUAL Information Session
- Jan 15:** 11:30a Kiewit | Kiewit Engineering Recruitment - IN-PERSON Information Session; 5p Pacific Life Re | Networking with Actuarial Students with Pacific Life Re - IN-PERSON Information Session; 7:30p Eclipse Automation | Becoming a Know-How Person: Starting Your Career in the Automation Industry - IN-PERSON Information Session
- Jan 16:** 2:30p TD | TD January Campus Tour - IN-PERSON Information Session; 5p OТПP | Intern and Early Talent Information & Networking Session - IN-PERSON Information Session; 7:30p Dow Chemical Canada | Creating the World's 1st Net Zero Carbon Emission Ethylene Cracker - IN-PERSON Information Session
- Jan 17:** 11:30a Royal Canadian Air Force | Careers in the Royal Canadian Air Force - IN-PERSON Information Session; 5p BRP | Join Us to Learn More About a Day in Life of an EV Engineer at BRP! - IN-PERSON Event
- Jan 18:** 11:30a Tesla | Tesla x Waterloo: Career Networking Event - IN-PERSON Information Session
- Jan 21:** 11:30a Ample | Ample Info Session: Let's Get 1 billion EVs on the road! - VIRTUAL Information Session; 5p Arista | Arista Networks Recruitment Event - IN-PERSON Information Session; 7:30p Snowflake | Information Session - IN-PERSON Information Session
- Jan 22:** 5p Neuralink | Neuralink's Brain Computer Interface (BCI) - The future is now! - VIRTUAL Information Session
- Jan 23:** 11:30a ADP | ADP Employer Information Session - IN-PERSON Information Session; 5p Mastercard | Mastercard Advisors Information Sessions - IN-PERSON Information Session
- Jan 24:** 11:30a Kensington Capital | An Introduction to Private Equity and Venture Capital - IN-PERSON Information Session; 5p FanDuel | Careers in Sports & Gaming - IN-PERSON Information Session
- Jan 25:** 12:30p BMO | BMO Capital Markets Information Session - IN-PERSON Information Session
- Jan 28:** 5p CCL | Applying Engineering, Data Science, and Finance to Quant Investing - VIRTUAL Information Session
- Jan 31:** 12p Canada Revenue Agency | Compliance Programs Branch - VIRTUAL Information Session



# CCD WEBSITE - [uwaterloo.ca/ccd](https://uwaterloo.ca/ccd)

## GENTRE 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



### Explore your possibilities

The Centre for Career Development can help you build a meaningful future. Whether you are a student (undergrad or graduate), postdoctoral fellow, alum, or employee – we can help you explore opportunities. Our career advisors are available to support you in mapping your career route. If you're seeking career planning advice, career management strategies or graduate and professional school preparation, we can help.

### Get career support

It doesn't matter where you are in your journey, we offer a variety of one-on-one supports both virtually and in person to help you explore your career possibilities.

- Learn about resources
- Find information about upcoming events/workshops
- Steps to book appointments
- Additional career-related resources



# HOW DO I FIND A JOB?

# WORK SEARCH RESOURCES

- WaterlooWorks Hire Waterloo Full-time & Other job boards
- WaterlooWorks External job boards
- LinkedIn
- Indeed, Glassdoor, Monster, Google, Simply Hired, etc.
- 80,000 Hours (Careers to make a difference)
- Government jobs: [jobbank.gc.ca](http://jobbank.gc.ca), [gojobs.gov.on.ca](http://gojobs.gov.on.ca)
- O\*Net Online
- YellowPages – small/medium sized businesses



# WATERLOOWORKS: FULL-TIME & OTHER JOB BOARDS

The screenshot displays the WaterlooWorks user interface. On the left is a dark navigation sidebar with options: 'UPLOAD A DOCUMENT', 'CREATE APPLICATION PACKAGE', 'SEARCH POSTINGS' (highlighted with a yellow box), 'REGISTER FOR AN EVENT', 'SEND A MESSAGE', and 'SUBMIT A FORM'. Below this is a 'DASHBOARD' section with links for 'Hire Waterloo', 'External Job Boards', 'Employer Information Sessions', 'Career Centre Events', 'Additional Networking & Professional Events', 'Appointments', 'Help', and 'Logout'. The main content area is titled 'Welcome' and has tabs for 'Dashboard', 'Documents', 'Postings / Applications', 'Interviews', 'Appointments', and 'Events'. A 'Search Postings' modal is open, containing the text 'PLEASE SELECT WHICH TYPE OF POSTING YOU WANT TO SEARCH' and two buttons: 'HIRE WATERLOO FULL-TIME JOBS' and 'HIRE WATERLOO OTHER JOBS', both highlighted with yellow boxes. A 'CLOSE' button is at the bottom left of the modal. The background shows a calendar of events for September 8 and 9, 2021.

[waterlooworks.uwaterloo.ca](https://waterlooworks.uwaterloo.ca)

To view WaterlooWorks jobs, select “**Search Postings**,” then “**Hire Waterloo Full-Time Jobs**” or “**Other Jobs**”

**Technical issues?**

Phone: 519-888-4026

Email: [ceehub@uwaterloo.ca](mailto:ceehub@uwaterloo.ca)





# WATERLOOWORKS: FULL-TIME & OTHER JOBS

- **Job Postings**
  - Jobs posted daily, as they are received
- **Recruitment**
  - Typically occurs in the **Fall** and **Winter** terms. Some Capital Markets/Finance employers begin recruiting in **Spring** term
- **Applications**
  - Employers will specify which documents **must** be submitted with application
  - Application deadlines will vary and will be noted on the posting
  - Most employers will ask that you apply direct via their external website
- **Interviews**
  - Most employers contact directly via email/phone to schedule interviews, but some will use WaterlooWorks (you will be notified if so)
  - Interviews for Winter 2024 (if booked on WaterlooWorks) may take place virtually or in-person

# WHAT IS NETWORKING?

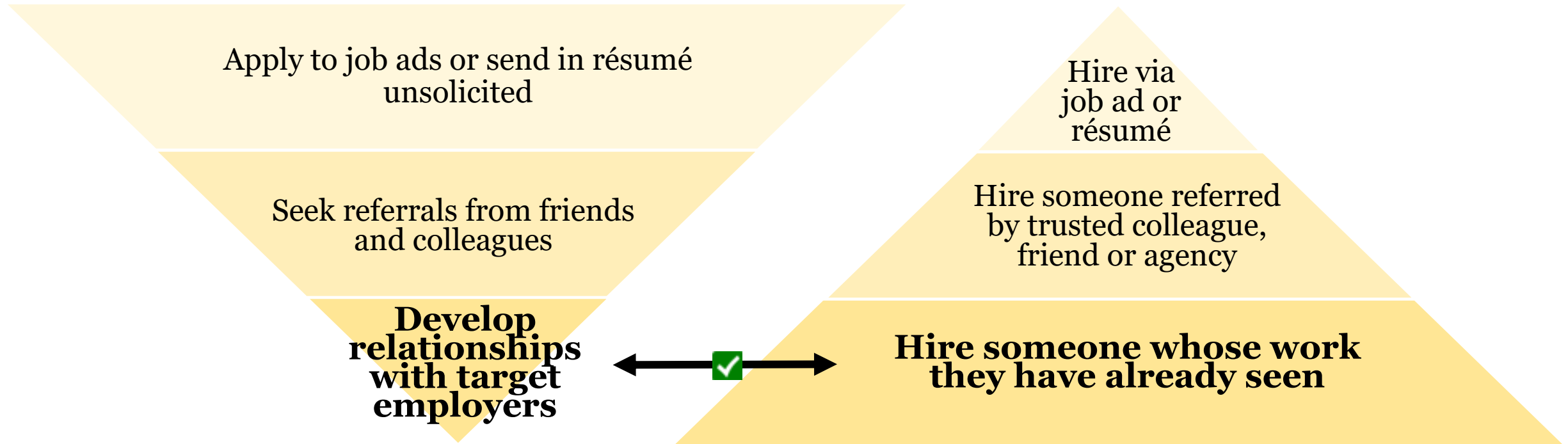
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A supportive system of sharing information and services among individuals and groups having a common interest.

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[WWW.DICTIONARY.COM](http://WWW.DICTIONARY.COM)

# HOW JOB SEEKERS PREFER TO JOB SEARCH

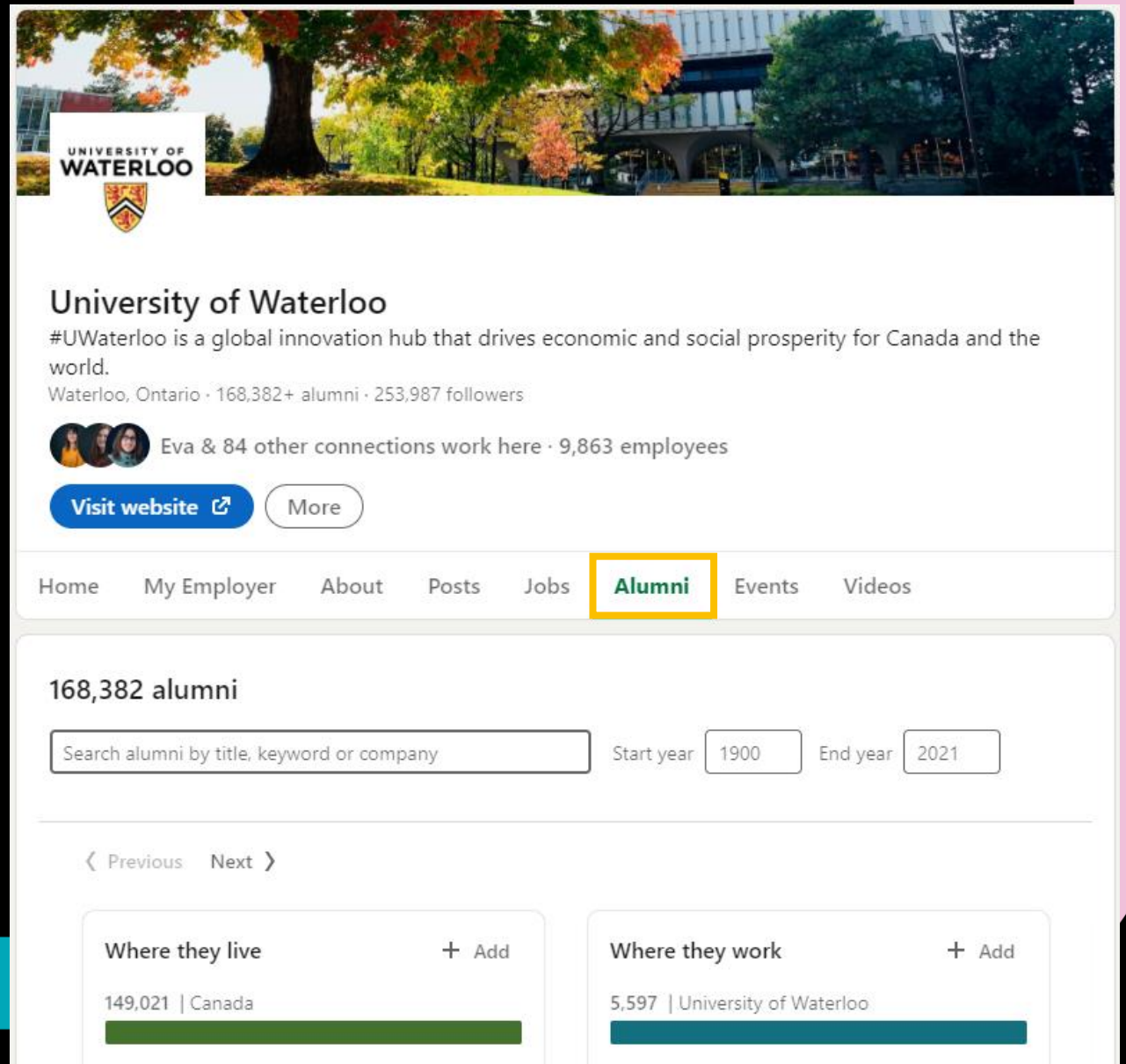


# HOW HIRING MANAGERS PREFER TO HIRE

(Adapted from Bolles, “What Color is Your Parachute,” 2011)

# LINKEDIN DEMO

## Alumni Search



The screenshot shows the LinkedIn profile for the University of Waterloo. The header features the university's logo and a banner image of a campus with trees. Below the header, the university's name is displayed, followed by a description: "#UWaterloo is a global innovation hub that drives economic and social prosperity for Canada and the world." It also lists the location as Waterloo, Ontario, with 168,382+ alumni and 253,987 followers. A section indicates that 9,863 employees work there, with a link to visit the website and a "More" button.

The navigation menu includes Home, My Employer, About, Posts, Jobs, Alumni (highlighted with a yellow box), Events, and Videos.

The Alumni section shows 168,382 alumni. A search bar is present with the placeholder text "Search alumni by title, keyword or company". Two filters are visible: "Start year" set to 1900 and "End year" set to 2021.

Navigation arrows for "Previous" and "Next" are shown. Below, two data cards are displayed:

- Where they live**: 149,021 | Canada (with a green progress bar)
- Where they work**: 5,597 | University of Waterloo (with a teal progress bar)

# QUESTIONS?

**Centre for Career Development**

Tatham Centre (TC)

<https://uwaterloo.ca/ccd>

<https://careerhub.uwaterloo.ca/>

CCD Live Chat: <https://uwat.ca/ZJq>

519-888-4047

 @uWaterlooCareer

 Centre for Career Development - University of Waterloo

 @uwaterloocareer

