## WELCOME!

How are you feeling?

Share an emoji/gif in the chat.















# HELP! HOW DO I CO-OP?

Sept 10, 2025



Tiffany Chen (she/her)
Career Advisor



Centre for Career Development



### 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.

National Day for Truth and Reconciliation is September 30th!

**Upcoming events** 

Office of Indigenous Relations website | Sign-up for the Seasonal Newsletter



#### IMPORTANT THINGS TO KNOW

- This workshop is being recorded. The recording and PDF of the slides will be sent to you by the end of the week
- The Q&A period will not be recorded for confidentiality.
- Please keep questions until the end ☺
  - Feel free to message in the teams chat



### WHAT ARE WE TALKING ABOUT TODAY?

- What to expect in the co-op process
  - Options for finding a job
    - Where to get support

**Q&A (AT THE END)** 

## **IMPORTANT DATES**

### IMPORTANT DATES - CO-OP CYCLE OVERVIEW

#### Cycle #1

Job postings
Posting A:
Up to 50 apps

**Posting B:** Up to 100 apps

- **✓** Interviews
  - Daily interviews
- Match Results
  Available

Match results are released. Unmatched students will continue to cycle 2

#### Cycle #2

- **Job Postings** 
  - New jobs posted daily
  - 500 apps for the rest of the term
- Interviews
  - Daily interviews
- Match Results
  Available

Match results are released. Unmatched students will continue to cycle 3

#### Cycle #3

- **Job Postings** 
  - New jobs posted daily
- **⊘** Interviews
  - Daily interviews
- Final Match Results

Match results are released. Unmatched students will continue to the Direct Offer period

#### **Direct Offer**

- ContinueApplying
  - New jobs posted daily
- Employers
  Contact You

After applying, employers will contact directly about interviews & offers



### **IMPORTANT DATES - CYCLE BREAK DOWN**

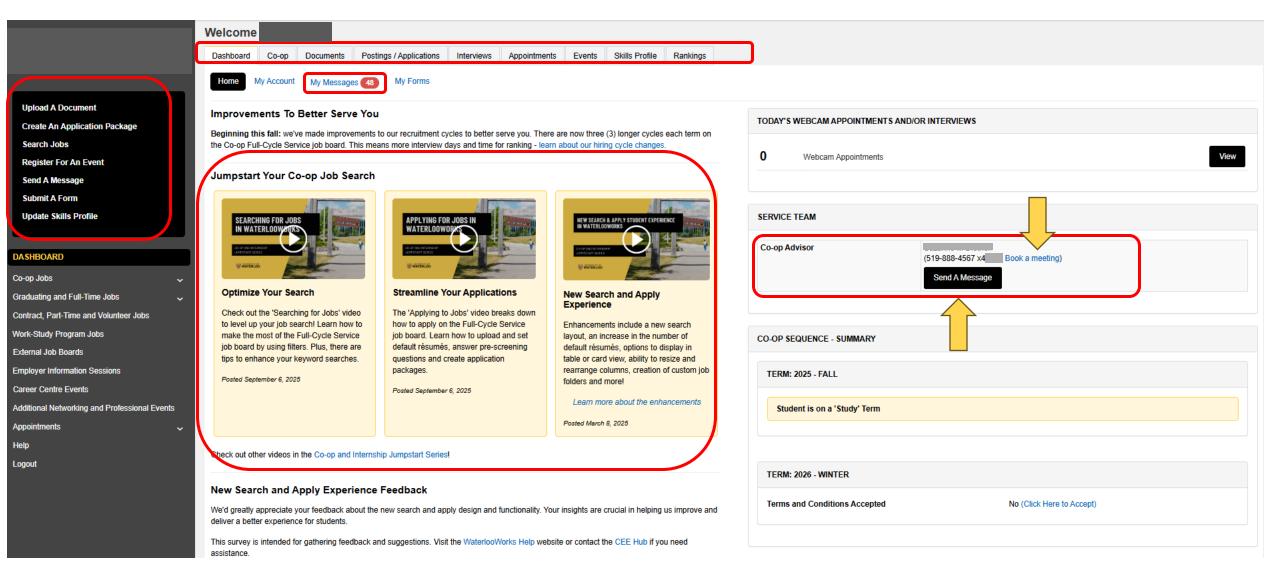
Cycle	Number of apps you can submit	Job postings open	Job postings close (ET)	period	Employer rankings available (ET)		Match results available (ET)
Cycle 1 Posting A	Submit up to 50 apps	Sept. 6 - 16	Sept. 16 at 9 a.m.	Sept. 19 - Oct. 7	Oct. 8 at 2 p.m.	Oct. 10 at 2 p.m.	Oct. 10 by end of day
Cycle 1 Posting B	Submit up to 100 apps total (include apps from previous cycle)	Sept. 17 - 23	Sept. 23 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 2	Submit up to 500 apps total (includes apps from previous cycles)		business days after	,	Nov. 12 at 2 p.m.	Nov. 14 at 2 p.m.	Nov. 14 by end of day
Cycle 3	Submit up to 500 apps total (includes apps from all cycles)	New jobs continue to be posted daily and stay live for 2 business days	at 9 a.m. 2 business days after job is posted	Nov. 18 - 25	Nov. 26 at 2 p.m.	Nov. 28 at 2 p.m.	Nov. 28 by end of day

<u>Direct offers:</u> Hiring continues/Employers Contact You (following the last match on November 28).



## FIRST STEPS

### **WATERLOOWORKS DASHBOARD**



## ACCEPTING TERMS AND CONDITIONS & SUBMITTING JOB SEARCH INTENTIONS

Upload a Document
Create Application Package
Search Postings
Register for an Event
Send A Message
Submit A Form
Update Skills Profile

DASHBOARD

Co-op Jobs
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

неір

Logout

Welcome to your WaterlooWorks Dashboard, here you'll find job opportunities for all Waterloo students and alumni.

To search for jobs, select "Search Postings" and view the following job boards:

- . Co-op Jobs > Full-Cycle Service
- · Co-op Jobs > Employer-Student Direct
- · Graduating and Full-Time Jobs
- · Contract, Part-Time and Volunteer Jobs

#### For help with your job search:

- Co-op students: review our Getting Started webpage.
- All students/alumni: attend Centre for Career Development appointments, workshops and events.
- All students/alumni: attend "Employer Information Sessions" and "Additional Networking and Professional Events".

#### Questions?

Remember: All Uni

Your Upcoming Scl

No upcoming schedules.

Select "Help" from the main menu to connect with the CEE Hub or review the supports and resources webpage.

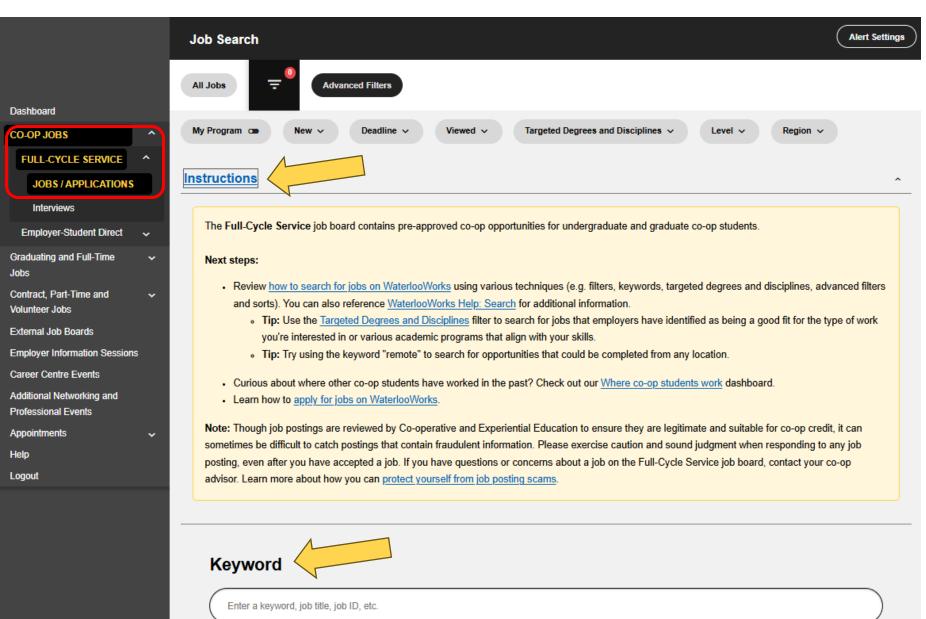
Exploring all job search options:

Allows for both searching on
WaterlooWorks and Arranging your Own
Job

Today's Webcam Appointments and/or Interviews Webcam Appointments SERVICE TEAM Co-op Advisor (519-888-4567 x4 ) Book a meeting Co-op Sequence - Summary TERM: 2026 - WINTER Terms and Conditions Accepted Yes (View Terms and Conditions) To best support you, indicate your intentions for the upcoming work term by selecting one of the following options: Intention: Select-This field is required. Exploring all job search options Finding Own Job Other (Not searching for a job)

## WHERE TO LOOK

### **CO-OP JOBS: FULL-CYCLE SERVICE JOB BOARD**





Resource:
Co-op and Internship
Jumpstart Series –
Searching for Jobs in
WaterlooWorks



### CO-OP JOBS: EMPLOYER-STUDENT DIRECT JOB BOARD

#### **Employer-Student Direct Job Board**

Use this job board to apply for opportunities outside of our hiring cycles. Benefits include:

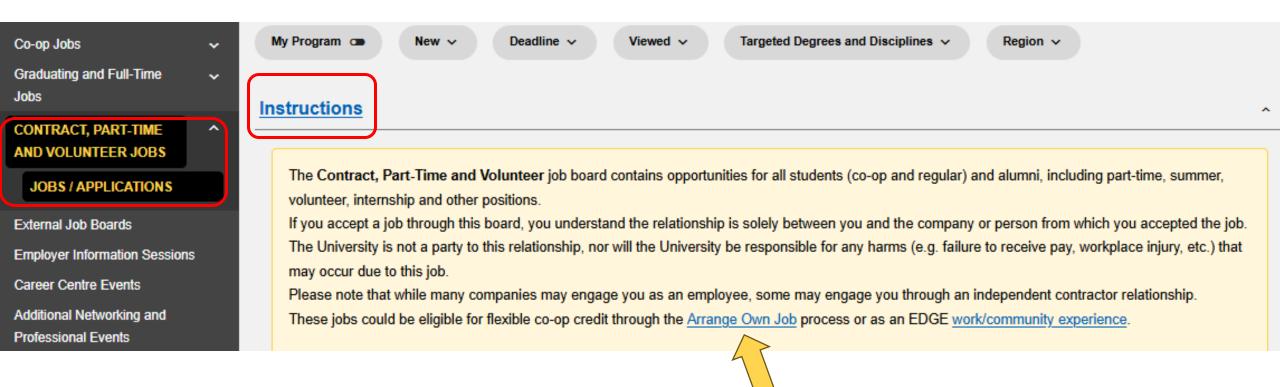
- Jobs are pre-approved for co-op credit.
- Apply, interview and accept offers directly on an employer-driven timeline.
- Apply to jobs that are continuously posted throughout the term.
- Secure a co-op position before the recruiting term for your scheduled work term.
- Simulate a post-graduation job search.

If opportunities on this job board do not align with your work term sequence, you'll need a sequence change. If you receive a direct offer from an employer, submit an employer-student direct form for co-op credit through WaterlooWorks.

View Employer-Student Direct Job Board

Please note students are encouraged to consider opportunities on all jobs boards.

## CONTRACT, PART-TIME AND VOLUNTEER JOBS



### EXTERNAL JOB BOARDS ON WATERLOOWORKS

#### Dashboard

Co-op Jobs

v

Graduating and Full-Time Jobs

Contract, Part-Time and Volunteer Jobs

#### **EXTERNAL JOB BOARDS**

**Employer Information Sessions** 

Career Centre Events

Additional Networking and Professional Events

Appointments

Help

Logout

#### **External Job Boards**

The following links are for external job postings sites outside of WaterlooWorks. Use these job posting sites when searching for co-op, full-time, summer, part-time jobs, etc., alongside the job boards available to you in WaterlooWorks.

The University of Waterloo has not reviewed any of the job postings on these boards for quality. Students must apply according to the directions on the job postings - not via WaterlooWorks. Exercise caution and sound judgment when responding to any job posting, even after you have accepted a job.

Learn more about protecting yourself from job postings scams.

#### Co-op Students

If you find a job through an external job board, contact your co-op advisor and follow the Arrange Own Job (AOJ) process to determine if the job is eligible for co-op credit.

#### **Campus Connect**

A government-funded job board that houses a variety of opportunities including internships, co-op, entrepreneurship, volunteer positions, and others.

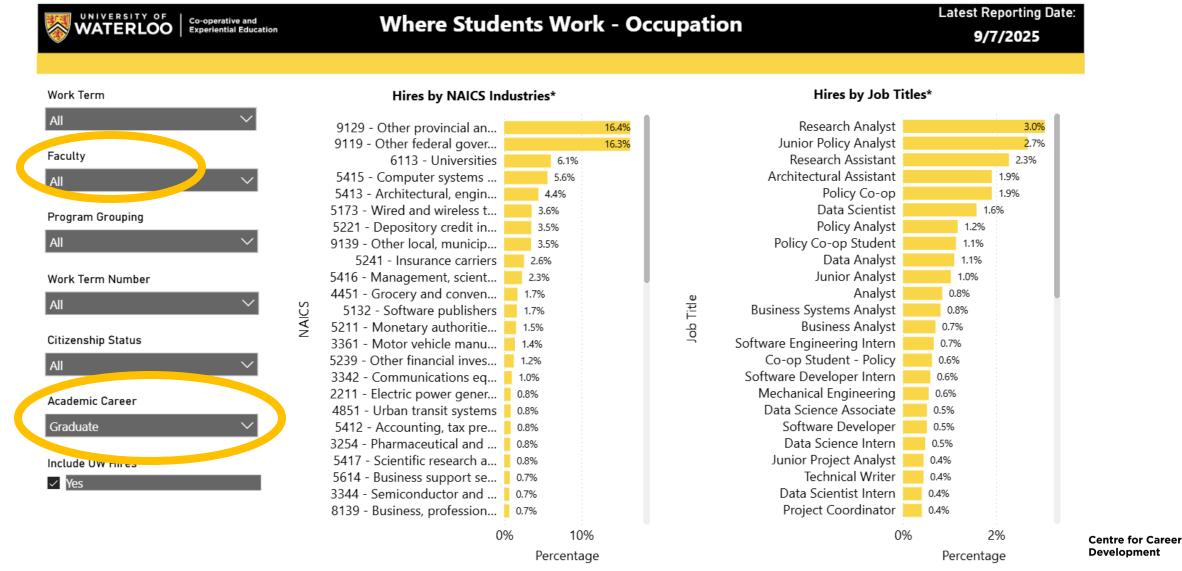
#### Canada Council for the Arts

Canada Council for the Arts is Canada's public arts funder, with a mandate to foster and promote the study and enjoyment of, and the production of works in, the arts.

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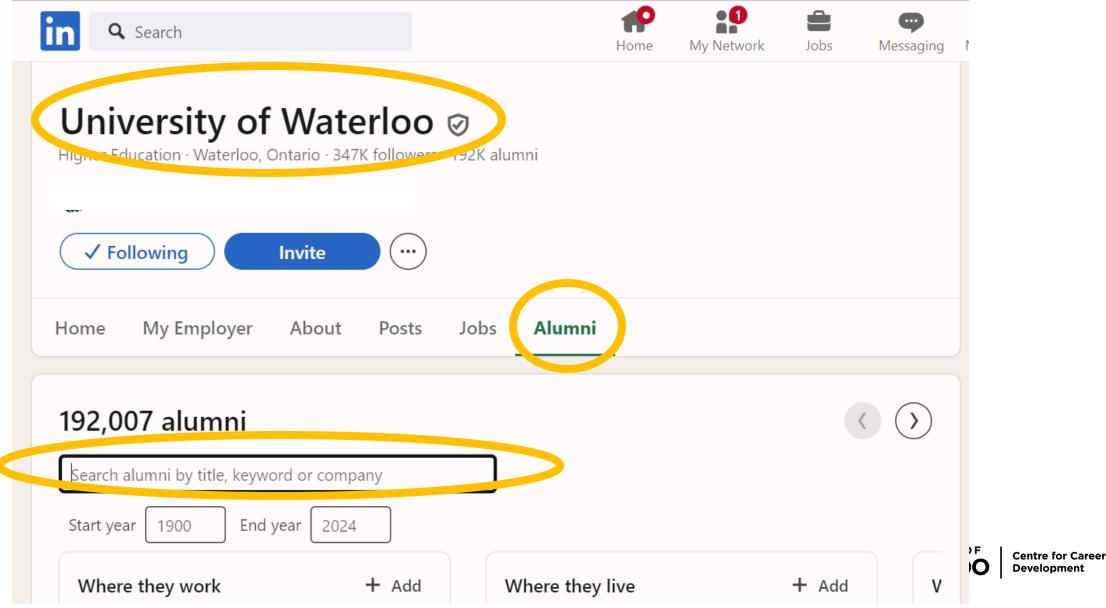
## WHICH JOBS TO APPLY TO

## WHERE CO-OP STUDENTS WORK



<sup>\*</sup> Only NAICS industries and job titles with hires greater than 5 are included.

## LINKED IN: UNIVERSITY OF WATERLOO - ALUMNI SEARCH



# HOW DO I APPLY TO JOBS ON WATERLOOWORKS?

### APPLICATION PACKAGE FOR WATERLOOWORKS

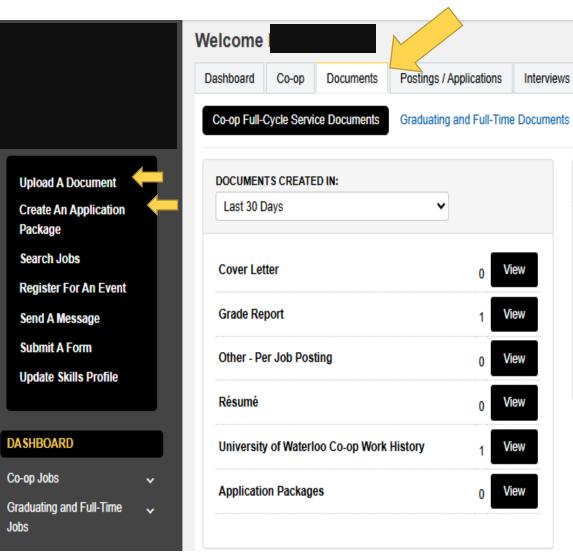
- □ Co-op Work History (automatically generated)
- **□** Cover Letter
- □ Résumé
- ☐ Unofficial Grade Report (automatically generated)
- □ Other (varies per job posting)

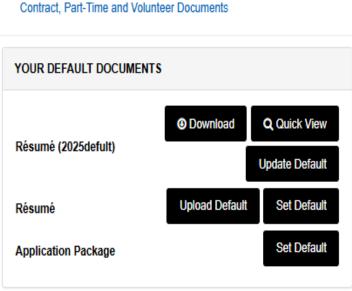




### **UPLOAD DOCUMENTS / CREATE APPLICATION PACKAGE**

Appointments





Skills Profile

Rankings

Events

If you're using different resumes and cover letters for different jobs, **name the documents** as the job ID/job title/employer to stay organized!



- Applying to Job in WaterlooWorks
- <u>WW Help: Apply for</u> <u>jobs</u>



#### WATERLOOWORKS SUPPORT



For WaterlooWorks help and frequently asked questions:

Visit Co-operative Education – <u>WaterlooWorks help webpage</u>



Co-op and Internship Jumpstart Series



In the event of a technical issue with WaterlooWorks:

#### Contact CEE Hub

- Email: (ceehub@uwaterloo.ca)
- Phone: (519-888-4026) from Monday-Friday, 8:30-4:30 p.m. (EST)



## **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

(P4E Job Fair: Sept 24)



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



A co-op staff 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. <u>Standard Work Term</u>)
- How to provide an employer more information about co-op (i.e. <u>fundings/tax credits available</u>)
- What options are available for you at a particular time (i.e. be removed from the interview process)



## RANK & MATCH

### **RANKING: PROCESS**

(Employers rank students 1-10) + (Students rank employers 1-10)

= Algorithm selects lowest sum to result in a match

#### How does the ranking process work?

- After interviews are over for each cycle, employers rank students from 1-10 and *then* the students rank the jobs/employer from 1-10 in return; employers cannot see your rankings.
- After the employers submit their rankings, you can view and submit/save your own rankings on the dates and times specified on the <u>important dates calendar</u>.
- The system adds together scores and picks lowest sum for each job to make matches

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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	Starting Oct.	Jobs posted Oct. 11 - 19 (Reading Week) will close Oct. 22 at 9 a.m.	Oct. 27 - Nov.	Nov. 12 at 2 p.m.	Nov. 14 at 2 p.m.	Nov. 14 by end of day
total (includes apps from previous cycles)  Cycle 3	New jobs are posted daily	After Oct. 19, jobs close at 9 a.m. 2 business days after job is posted	Nov. 18 - 25	Nov. 26 at 2 p.m.	Nov. 28 at 2 p.m.	Nov. 28 by end of day	

### **RANKING: WHAT YOU'LL SEE**

#### **List Of Possible Rankings**

Job	<b>Employer ranking</b>
Job 1	1
Job 2	Ranked
Job 3	Not Ranked
Job 4	Ranked
Job 5	(Blank)

#### Rankings Explained:

- 1 = Offer | Congratulations! Rank back a 1 and the job is yours!
- Ranked = 2-10 | They're interested in working with you!
- Not ranked = Not being considered for the role | Nothing to rank
- Blank = No action from the employer | Nothing to rank

(Job ID) Job Title Organization - Division	Job Location	Salary	Per	Currency	Employer Ranking	Employer Notes	Ranking Deadline	My Ranking	
View (ID 1) Title A	Toronto, ON	3750.00	Monthly	CAD	1	Your previous work experience and skillset would be such a wonderful asset to our team!	07/18/2025 11:00 AM	Pending	v
View ▼ (ID 2) Title B Company B				CAD	1		07/18/2025 11:00 AM	Pending	•
View (ID 3) Title C	Remote	23.07	Hourly	CAD	Ranked		07/18/2025 11:00 AM	Pending	•
View ▼ (ID 4) Title D Company D					Not Ranked	Thanks so much for taking the time to interview with us! While we are looking for a candidate with a different skillset, we really enjoyed getting to know you, and we encourage you to apply to our postings again next term.	07/18/2025 11:00 AM	Not Ranked	•

#### **RANKING: REMINDERS**

- You must submit rankings for every job on your ranking form before the deadline closes. If you do not submit your rankings on time, the system will automatically rank every job a "10".
- If you rank the job **a 10**, it's still **possible that you'll be matched**. Think about this possibility when you are applying!
- You can submit up to 10"Not Interested" (NI) rankings per term to guarantee that you will not be matched with a job and/or prioritize other jobs of interest!
- Concerns about the job connect with your co-op advisor immediately following an interview don't wait until the day of the ranking.
- Rank carefully! If you are matched with a job, it means you have accepted the
  position. Failing to proceed with this commitment as per the coop terms and
  conditions will result in <u>renege consequences</u>.
- Resource: Co-op Jumpstart Series | Rank Match





## **COMMON QUESTIONS:**

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- I have more than 1 job offer!How should I rank them back?
- Some employers have ranked me (2-10) could I be matched with the job?
- I ranked the job a 10, is it still possible that I'll be matched?

- How come I don't see a ranking listed?
- I have no rankings showing. What can I do?
- My friend and I both have a sum of 3 for this position, who will get the job?
- Hypothetically, if ...., what will happen in this scenario?

#### FIND YOUR ANSWERS HERE:

**Co-operative Education: Rank/Match page** 

Review the rank/match process, important tips and next steps

Rank/Match: Choose Your Own Adventure

Play out possible rank/match scenarios and review suggestions)!

#### **Co-op Advisor:**

Available to help you with your ranking strategy. Reach out for a ranking consultation!

## WHAT IF I DON'T FIND A JOB?

#### WHAT IF I DON'T FIND A JOB?

- Stay active in the job search until the last possible date for co-op credit! Many students find employment after work term has begun.
  - Last day to start work for a <u>Standard</u> co-op credit for <u>Winter 2026 work</u> term: February 2, 2026
     (NOTE: Check <u>Important Dates page</u> for most accurate information once dates are confirmed.)
  - Suggested Work term dates for Winter 2026 work term are: January 5 April 24
- Work with us before you panic!
- Consult with your faculty/program coordinator for options
- For Graduate students: <u>WIL 601: Career Foundations for Work-Integrated Learning</u>



## **SUPPORTS & RESOURCES**

### **WE GOT YOU COVERED!**

## CAREER ADVISORS



Résumé, Cover Letter, Interview Prep

Career Planning Advice

Further Education Planning

Meet with a Career Advisor

## **ACADEMIC ADVISORS**



Questions about co-op degree requirements

**Sequence changes** 

Academic Program

**Course Selection** 

Find my Academic Advisor

### CO-OP ADVISORS



Co-op & WaterlooWorks

Arranging your own Job

Finding Opportunities (jobs, volunteer, etc.)

Connect on WaterlooWorks

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

#### Send a message

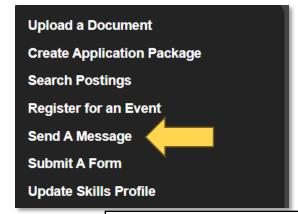
"Send a message" on WaterlooWorks

#### **Book a meeting**

Select the "Book a meeting" link on WaterlooWorks

#### Call

Call them at the phone number on WaterlooWorks







#### **OTHER SUPPORTS**

## Co-op embedded Counsellors



 Confidential mental health support during your recruitment terms and work terms

Find a Co-op Counsellor

## **Immigration Consultants**



- Co-op Work/Study Permits
- Electronic Travel Authorization (eTA)
- Social Insurance #
- Bank Accounts

Find a Consultant

## Int'l Employment Specialists



- Working abroad
- Int'l visas/ permits: ceeinties@uwaterloo.ca
- USA J-1 visa info: ceeusaies@uwaterloo.ca

Find a Specialist

## AccessAbility Services



- Co-op support if you have any permanent, temporary or suspected disabilities
- Accommodations, support plans, etc.

Book an appointment



### **NEXT STEPS**





Accept Terms and Conditions in WW



<u>Develop Cover</u> <u>Letter & Resume</u>



Resume review, mock interviews



Identify any support you need for WaterlooWorks



Create Application Packages



Bookmark <u>Important Dates</u>

## **Q&A**

We will stop the recording now! Feel free to send us a message.



# THANK YOU FOR JOINING!

Still have questions?

Send your co-op advisor a message in WW and/or

Contact the **Centre for Career Development!** 





## WATERLOO



Centre for Career Development