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

October 20, 5:45 – 6:45pm

B1 271

Slides will be posted on SciSoc!

UNIVERSITY OF WATERLOO | FACULTY OF SCIENCE

Welcome!

- Please check in at the front by tapping your WatCard.
- Feel free to grab up to two slices of pizza.
- We'll get started promptly at **5:45 PM**.

TERRITORIAL ACKNOWLEDGEMENT



Image Source: Alanah Jewell, Morningstar Designs

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 https://native-land.ca/

YOUR FACILITATOR



Molly Fernhill (she/her)

Career Advisor, aligned with the Faculty Science

Book a 1:1 Career Development Appointment!

Scan to book an appointment with me!

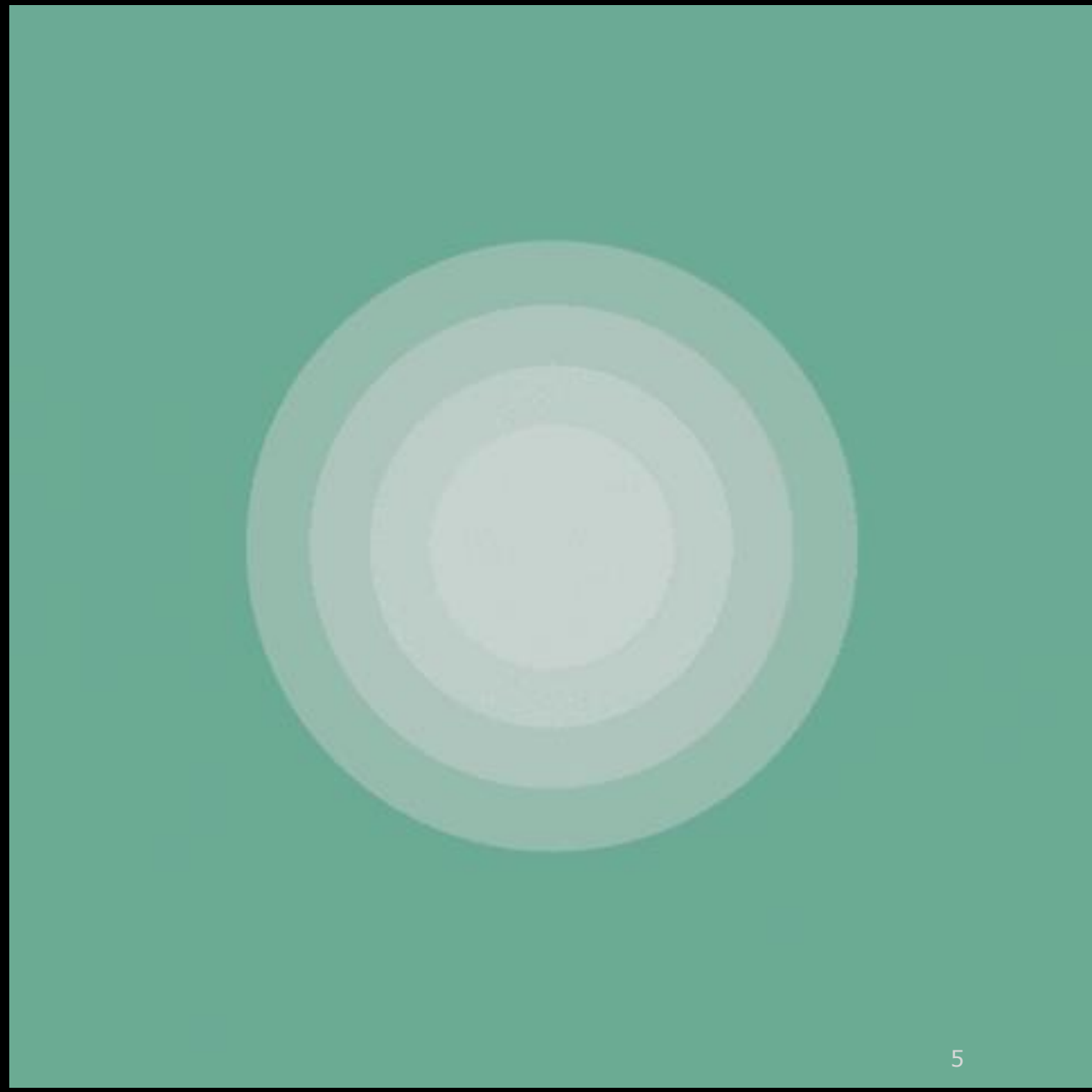
WHAT IS OUR PLAN FOR TONIGHT?

1. **Important Co-op Details Overview** (e.g. your supports, work term requirements, credit options, important dates)
2. **Student Panel**
3. **Q&A** (*your chance to ask questions!)



IT'S OKAY!

- ✓ Normal not to secure work yet
- ✓ There is lots of time to find work
- ✓ Many pathways to employment
- ✓ Many supports for you



Your Supports

Career Advisors

- Support for all students throughout their career journey
- Unlimited appointments (up to 2/week) available in person or online (30 or 60 minutes)
- **Get help with**: Career exploration & planning, job search strategies, graduate/professional school preparation, resumes, interviews, and more
- Book an appointment with a Career Advisor

Co-op Advisors

- Every co-op student is assigned a dedicated Co-op Advisor
- Receive support throughout recruitment and work terms
- **Get help with**: Co-op requirements and questions, job search support, applications, interviews, and rank & match, arranging your own job, and additional co-op guidance
- Contact your dedicated Co-op Advisor

Online Supports

WaterlooWorks Job Search

- **WaterlooWorks Help** - A how-to resource for navigating WaterlooWorks, with guidance on job boards, search filters, NOC codes, job shortlists, applications, interviews, and other key platform functionalities.
- **Co-op and Internship Jumpstart Series**

Career and Interview

- **CareerHub** - Get support on career topics like resume, cover letter, work search strategies, further education, and more
- **InStage** - A free AI-powered platform for Waterloo students to simulate realistic interviews, receive instant feedback, and build confidence before co-op interviews
- **Centre for Career Development Workshop recordings** on topics like job search, application, and interview

CO-OP REQUIREMENTS

YOUR CO-OP REQUIREMENTS

- Your co-op requirements are outlined in the **undergraduate calendar**, like your academic requirements
- To earn a co-op designation, Faculty of Science students are required to complete:
  - a minimum of **four work terms**
    - At least **three** must be **standard** work terms
  - a minimum of **four Professional Development** (PD) online courses, including:
    - PD1 (**before** your first work term).
    - PD11 (**during** your work term).



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

STANDARD VS FLEXIBLE WORK TERM CREDIT

Standard

- Single organization/employer.
- Full time, 12-16 weeks, and a minimum of 420 hours.
- Position must be minimum wage or meet unpaid/underpaid guidelines.

Flexible

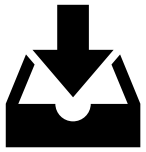
- Single or multiple employers/organizations.
- Allows you to receive Co-op credit for wider range of work experiences.
- **Single** employer for a shorter duration: minimum of 8 weeks, part time or full time, minimum 280 hours.
- **Multiple** employers: **12-16** weeks, part-time or full-time, and combine to be **420** hours**.**
- Position must be minimum wage or meet unpaid/underpaid guidelines.

To learn more talk to your co-op advisor or view the full requirements **on our webpage**.

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PATHWAYS TO CREDIT

COMMON PATHWAYS TO EMPLOYMENT



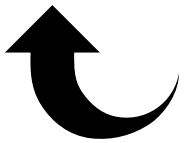
Through WaterlooWorks Job Boards

- Full Cycle Service and Employer-Student Direct to earn a pre-approved Standard Work Term Credit
- Contract, Part-Time, and Volunteer job boards to possibly earn a Standard or Flexible Work Term Credit



Find Your Own Opportunity (AOJ)

- Find a position externally through company websites, external job boards, networking, or personal connections
- Earn a Standard or Flexible Work Term Credit
- After receiving an offer, submit an Arrange Own Job (AOJ) form in WaterlooWorks for approval



Alternative Pathway: WE Accelerate

- Complete an unpaid, remote work-integrated learning experience to earn a Flexible Work Term Credit
- Develop in-demand skills through industry-developed learning content and team-based projects
- Eligible students will receive a Virtual Information Day invitation through WaterlooWorks

COMMON PATHWAYS TO EMPLOYMENT (DETAILED)

Click links to learn more!

CRITERIA	WaterlooWorks: Full Cycle Service	WaterlooWorks: Employer Student Direct	WaterlooWorks: Contract, Part-Time & Volunteer	Arrange Your Own Job (AOJ)	WE Accelerate (WEA)	JADA: Job Aggregator and Digital Assistant
Job board location	On WaterlooWorks	On WaterlooWorks	On WaterlooWorks	Networking/Job boards /company websites with positions not pre-approved for co-op credit (e.g., Contract, Part-Time, Volunteer, External boards, etc.)	No job board	Job aggregator located in UW Portal
Pre-approved for co-op credit?	Yes	Yes	No – possible to be eligible for credit via an AOJ	No – for roles not yet approved for co-op credit. Requires approval via AOJ form.	Yes	No – all jobs are not currently listed on WaterlooWorks
Co-op credit type	Standard	Standard	Standard or flexible	Standard or flexible	Flexible	Standard or flexible
Paid or unpaid	Paid	Paid	Paid and unpaid	Paid and unpaid	Unpaid	Paid and unpaid
Follows the co-op application cycles?	Yes – abide by the Important Dates deadlines	No	No	No	No – follow WEA deadlines	No
How to apply	Directly through WaterlooWorks	Directly through employer's website and submit an Offer from Employer Student-Direct Board Form once you have an offer	Directly through WaterlooWorks	Find a job via externally and submit AOJ form once you have an offer	Invitation sent by email if eligible	Apply via linked external job boards in JADA

IMPORTANT DATES

CYCLE 2 IMPORTANT DATES: FALL 2026

We are here!

Recruiting schedule for winter 2027 work term: Full-Cycle Service job board

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)*
Cycle 1 Posting A	Submit up to 50 apps	Sep. 5 - 17	Sep. 17 at 9 a.m.	Sep. 21 - Oct. 6	Oct. 7 at 2 p.m.	Oct. 9 at 2 p.m.	Oct. 9 by end of day
Cycle 1 Posting B	Submit up to 100 apps total (includes apps from previous cycle)	Sep. 18 - 22	Sep. 22 at 9 a.m.				
Cycle 2	Submit up to 500 apps total (includes apps from previous cycles)	Starting Oct. 10 New jobs are posted daily	Jobs posted between Oct. 10 - 18 (Reading Week) will close Oct. 21 at 9 a.m.	Oct. 26 - Nov. 10	Nov. 11 at 2 p.m.	Nov. 13 at 2 p.m.	Nov. 13 by end of day
Cycle 3			Jobs posted after Oct. 18 will close at 9 a.m., 2 business days after the job is posted	Nov. 17 - 24	Nov. 25 at 2 p.m.	Nov. 27 at 2 p.m.	Nov. 27 by end of day

Bookmark the Co-operative Education Important Dates

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Last day to start work

- **February 16**: Last day to start work to earn a **standard** credit for the winter 2027 work term
- **March 15**: Last day to start work to earn a **flexible** credit for the winter 2027 work term

TIPS &
NEXT STEPS

Co-op Advisor Advice: Recruitment Term strategies for success

Expand Your Job Search

- Apply broadly to field-specific and transferable-skill roles
- Use WaterlooWorks, external job boards, networking, and direct outreach
- Network with potential employers, professors, and personal contacts
- Explore research opportunities, AOJ, and WE Accelerate

Build Skills and Use Support

- Focus on skills that align with long-term career goals
- Build transferable skills through work, volunteering, projects, and coursework
- Tailor resumes and highlight relevant projects/coursework
- Access support from your Co-op Advisor, CCD, and CareerHub

Develop A Recruitment Practice

- Treat recruitment like a job with dedicated search time
- Set realistic application goals and maintain consistent volume
- Track applications, deadlines, and follow-ups
- Stay persistent and learn from every application and interview

RECRUITMENT TERM CHECKLIST

- ✓ Add the Important Co-op Dates in your calendar, including the last day to secure standard (**February 16**) and flexible (**March 15**) work term credit
- ✓ Expand your work search
  - Apply through WaterlooWorks (Full Cycle, Employer-Student Direct, and other job boards)
  - Use external resources such as JADA, and company websites
  - Network with employers, alumni, peers, and your personal contacts (*tip: try the LinkedIn Alumni Search tool*)
- ✓ Strengthen your application materials and grow your knowledge
  - Book appointments with your Co-op and Career Advisor
  - Utilize the online supports we discussed earlier, like CareerHub, and InStage
  - Attend the upcoming resume review event on October 22 from 11am – 1pm, in STC for a 15-minute resume review. Access the registration link here.
  - Watch recordings or attend a workshop through the Centre for Career Development. See topics and dates here

STUDENT PANEL





Zach Ioanidis | 4A

Biology, Honours

- **W1**: Medical Diagnostic Intern, Sensoreal
- **W2**: Virology Co-op, Agriculture and Agri-Food Canada
- **W3**: 2025 Summer Research Program, SickKids
- **W4/W5**: Bioinformatics Software Research Student, SickKids



Alice Mo | 2B

Chemistry, Honours

- **W1**: Project Team member, Waterloo Experience Accelerate – Microsoft Azure & AI Fundamentals
- **W2**: Ophthalmology Clinic Intern, iCare Surgical & Optical Centre



Jessica Oram | 4A

Psychology (Science), Honours

- **W1**: Human Factors/UX Analyst, Public Services and Procurement Canada
- **W2**: Undergraduate Educational Research Coordinator, University of Waterloo Teaching Innovation incubator

Q&A PERIOD

Ask any questions on your mind for the panelists, Co-op Advisor, or Career Advisor.

Q&A PERIOD

Still have questions? Come chat with us after this session!

PANELISTS



Alice Mo | 2B



Jessica Oram | 4A



Zach Loanidis | 4A

CO-OP ADVISORS



Claire Jordan



Lorna Kelly



Samantha Boehmer

THANK YOU FOR PARTICIPATING TODAY!



- **Have Feedback**? Let us know. These workshops are for you, and we're always looking for ways to improve. Please take a moment to complete our feedback survey.

- **Have More Questions**? Come talk to us at the front! Panelists, Co-op and Career Advisors are here to chat.

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