

# HELP! HOW DO I CO-OP?

January 10<sup>th</sup>, 2024

Tiffany Chen (she/her)  
Paulina Cisneros (she/her)  
Career Advisors  
Centre for Career Development



UNIVERSITY OF  
**WATERLOO**

Centre for Career  
Development





**Tiffany Chen**  
(she/her)  
Career Advisor



**Paulina Cisneros**  
(she/her)  
Career Advisor



# WHOSE LAND ARE WE ON?

*I acknowledge that I live, work, and play on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on Block 2 of the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. The Six Nations Reserve occupies less than 5% of the land that was granted by the Haldimand Treaty of 1784.*

Great learning opportunities:

**Métis 101** | Jan 18 | 1:30pm-3:30pm

**You Don't Know What You Don't Know Part 1** | Jan 22 | 1:00pm-4:00pm

**You Don't Know What You Don't Know Part 2** | Feb 6 | 1:00pm-4:00pm

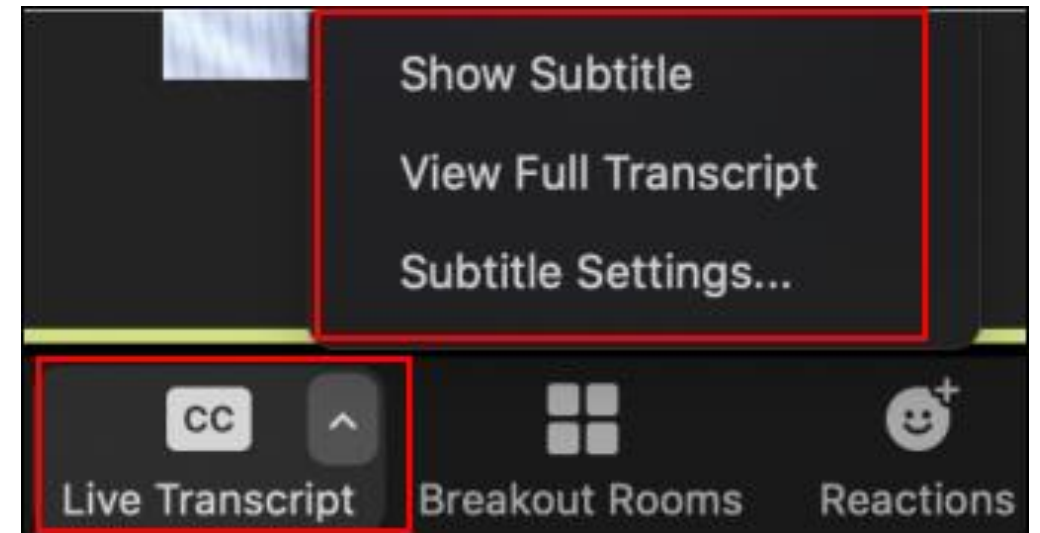
[Office of Indigenous Relations website](#)

# 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
- There will be a Q&A session at the end, which will not be recorded. Please keep your questions until then.
- If you would like to ask a question anonymously, feel free to send a message to Tiffany or Paulina

# MANAGING LIVE TRANSCRIPTIONS

- **Show Subtitles** displays subtitles on the screen.
- **View Full Transcript** displays subtitles in real time with both the speaker's name and a time-stamp within the transcript window.
- **Subtitle Settings** will open a window where you can adjust the font size of both the subtitles and the chat window.



# WHAT ARE WE TALKING ABOUT TODAY?

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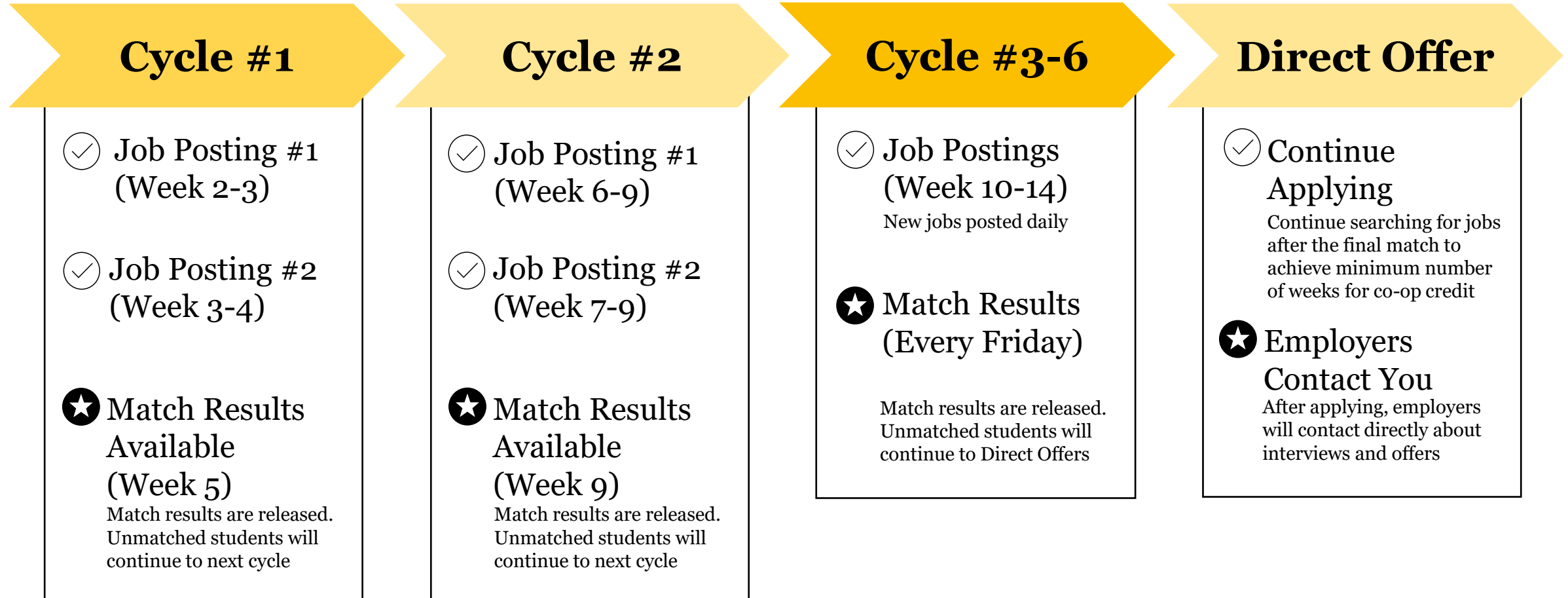
- What to expect in the co-op process
    - Options for finding a job
    - Where to get support
- 

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



# IMPORTANT DATES

# IMPORTANT DATES



Find important dates here: [Important dates](#) | [Co-operative Education](#) | [University of Waterloo \(uwaterloo.ca\)](#)



# CYCLE #1 - BREAK DOWN

	<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>
<b><i>Cycle 1 Posting 1</i></b>	Submit up to 50 apps	Jan. 6 - 16	Jan. 16 at 9 a.m.	Jan. 22 - Feb. 7	Feb. 8 at 2 p.m.	Feb. 9 at 2 p.m.	Feb. 9 by end of day
<b><i>Cycle 1 Posting 2</i></b>	Submit up to 100 apps total (includes apps from previous cycle)	Jan. 17 - 23	Jan. 23 at 9 a.m.	Jan. 22 - Feb. 7	Feb. 8 at 2 p.m.	Feb. 9 at 2 p.m.	Feb. 9 by end of day

# STANDARD VS FLEXIBLE TERMS

# STANDARD VS FLEXIBLE TERMS

## Standard work term

- 12-16 weeks
- 35-40 hours/week
- Single employer
- Can be found on the co-op job board on WaterlooWorks or as an Arranged Own Job (AOJ)

**Note: you must complete 3 of your work terms as standard work terms**

## Flexible work term

- Allows you to receive credit for wider range of work experiences that don't fit standard requirements individually
- Single employer: 8-16 weeks (must work a minimum of 280 hours)
- Multiple employers: 12-16 weeks (must work a minimum of 420 hours)
- Usually an AOJ
- WeAccelerate counts as a Flexible Work Term



# FIRST STEPS

# WATERLOOWORKS DASHBOARD

Dashboard Co-op Documents Postings / Applications Interviews Rankings Appointments Events Skills Profile

Home My Account My Messages 20 My Forms

Welcome to your WaterlooWorks Dashboard, where you'll find job boards containing opportunities for co-op students, EDGE students, regular students, graduating students and alumni!

To search for jobs, select Hire Waterloo Co-op, Hire Waterloo and External Job Boards from the main menu.

- **Co-op students:** Review our [Getting started](#) webpage for an overview of how to search for co-op jobs. You must be on a recruiting term, [accept the terms and conditions](#) and state your intentions to access co-op postings.

For help with your job search and overall career direction:

- Attend Centre for Career Action appointments, workshops and events by selecting "Career Centre Events" or "Appointments" on the main menu.
- Attend "Employer Information Sessions" and "Additional Networking and Professional Events" by selecting these options on the main menu. Check often as events are added continuously and registrations may reach capacity.
- Access exclusive career planning content and resources through [CareerHub](#).

Questions?

- **Co-op students:** Your co-op advisor is here to support you! Select "Send a message" from the main menu to connect with your advisor.
- **EDGE students:** The EDGE Team is here to support you! Visit [the EDGE website](#) for more information or contact the [EDGE Team](#) for assistance.
- **All students:** Contact the [Centre for Career Action](#) for help with your work search or overall career direction.
- **Mental health support:** Contact [Campus Wellness](#) for mental health resources.

Remember: All University of Waterloo students are expected to follow the University's [academic integrity policies](#).

## New Messages

New Messages

20

## Your Upcoming Schedule

No upcoming schedules.

## Today's Webcam Appointments and/or Interviews

0

Webcam Appointments

View

## SERVICE TEAM

WTS

Career Advisors CCA (519-888-4567 x44047)

## Co-op Sequence - Summary

Term: 2024 - Winter

Student is on a 'Study' Term

Term: 2024 - Spring

Terms and Conditions Accepted

No (Click Here to Accept)

Upload a Document

Create Application Package

Search Postings

Register for an Event

Send A Message

Submit A Form

Update Skills Profile

## DASHBOARD

Hire Waterloo Co-op

Hire Waterloo

External Job Boards

Employer Information Sessions

Career Centre Events

Additional Networking & Professional Events

Appointments

Help

Logout



# 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

Hire Waterloo Co-op

Hire Waterloo

External Job Boards

Employer Information Sessions

Career Centre Events

Additional Networking & Professional Events

Appointments

Help

Logout

Dashboard

Co-op

Documents

Postings / Applications

Interviews

Rankings

Appointments

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Home

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New Me

20

Your Up

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Webcam Appointments

View

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WTS

Career Advisors CCA (519-888-4567 x44047)

Co-op Sequence - Summary

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Student is on a 'Study' Term

Term: 2024 - Spring

Terms and Conditions Accepted

Yes (Click Here to View)

Indicate your intentions for the upcoming work term by selecting one of the following options.

Intention :

Participating In Job Search

# WHERE TO LOOK

# HIREWATERLOO CO-OP JOB BOARD

- Dashboard
- HIREWATERLOO CO-OP**
- JOBS / APPLICATIONS**
- Interviews
- Hire Waterloo
- External Job Boards
- Employer Information Sessions
- Career Centre Events
- Additional Networking & Professional Events
- Appointments
- Help
- Logout

The Hire Waterloo Co-op job board contains pre-approved co-op opportunities for undergraduate and graduate co-op students.

### Notes:

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.

### Did you know that you can arrange your own job for co-op credit?

- Search on your own outside WaterlooWorks or select "Hire Waterloo > Other Jobs" or "External Job Boards" on the main menu to search for jobs that could be eligible for co-op credit through the Arrange Own Job process.

**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

### Filter by Region

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

Clear

### Filter by Cluster

- Theme - Accounting and Financial Auditing  
- Theme - Agricultural Science and Food Sy:  
- Theme - Architecture and Design  
- Theme - Business Administration  
- Theme - Community Services, Fundraising

Clear

### Filter by Level

Junior  
Intermediate  
Senior

Clear

Search

- or - Advanced Search - Co-op Jobs

### QUICK SEARCHES:

- 89 For My Program
- 0 Applied To
- 0 Shortlist
- 4 Viewed
- 135 New Posting Since Last Login
- 129 Postings added in the last 7 days
- 0 Application Deadline Today
- 129 Application Deadlines in the next 10 Days

### MY SAVED SEARCHES

Saved searches will automatically expire 1 year after creation.

You have no saved searches.

<https://uwaterloo.ca/co-operative-education/find-your-co-op-job/find-job-waterlooworks-search>



# HIRE WATERLOO "OTHER JOBS"

The screenshot displays the 'Hire Waterloo' website interface. On the left is a dark navigation sidebar with the following items: Dashboard, Hire Waterloo Co-op, HIRE WATERLOO (highlighted), Full-time Jobs, Other Jobs, External Job Boards, Employer Information Sessions, Career Centre Events, Additional Networking & Professional Events, Appointments, Help, and Logout. A yellow arrow points from the 'Other Jobs' menu item to the 'Other Jobs' section on the main page. The main content area is titled 'Hire Waterloo' and contains the following text:

Select which job board you would like to access

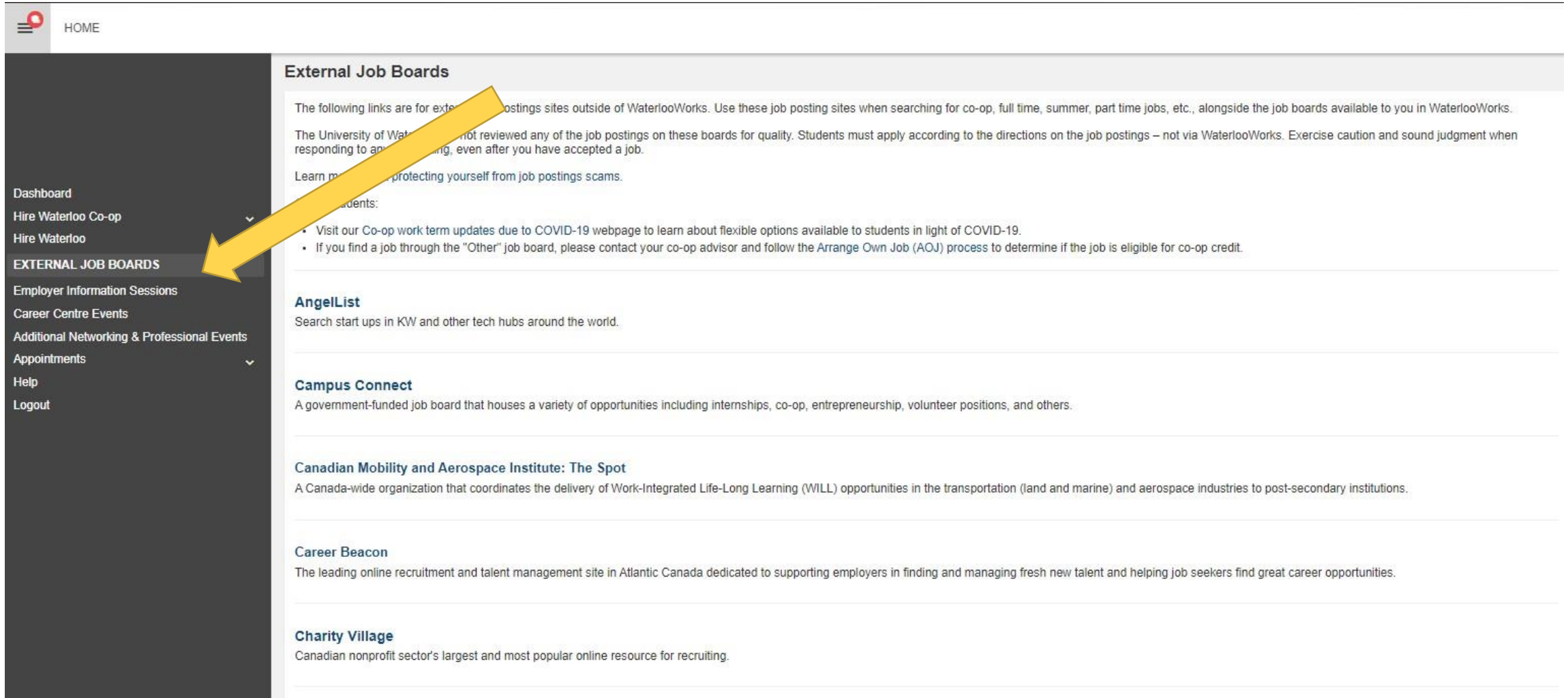
**Full-time Jobs** - ALL students can access this job board to view full-time opportunities.

**Other Jobs** - ALL students can access this job board to view a variety of opportunities (Contract/Temp, Part-time/Casual, Seasonal, Summer, Potential Co-op, etc.)

**Co-op students:**

- Visit our [Co-op work term updates due to COVID-19](#) webpage to learn about flexible options available to students in light of COVID-19.
- If you find a job through the "Other Jobs" board, please contact your co-op advisor and follow the Arrange Own Job (AOJ) process to determine if the job is eligible for co-op credit.

# EXTERNAL JOB BOARDS ON WATERLOOWORKS



The screenshot shows the WaterlooWorks website interface. On the left is a dark sidebar with a menu. The 'EXTERNAL JOB BOARDS' option is highlighted in white, and a yellow arrow points from it towards the main content area. The main content area has a light grey header with the title 'External Job Boards'. Below the header is a paragraph of text explaining that the following links are for external job postings sites outside of WaterlooWorks. It also includes a warning that the University of Waterloo does not review job postings on these boards for quality and advises students to exercise caution. Below this text are several job board entries, each with a title and a brief description:

- AngelList**: Search start ups in KW and other tech hubs around the world.
- Campus Connect**: A government-funded job board that houses a variety of opportunities including internships, co-op, entrepreneurship, volunteer positions, and others.
- Canadian Mobility and Aerospace Institute: The Spot**: A Canada-wide organization that coordinates the delivery of Work-Integrated Life-Long Learning (WILL) opportunities in the transportation (land and marine) and aerospace industries to post-secondary institutions.
- Career Beacon**: The leading online recruitment and talent management site in Atlantic Canada dedicated to supporting employers in finding and managing fresh new talent and helping job seekers find great career opportunities.
- Charity Village**: Canadian nonprofit sector's largest and most popular online resource for recruiting.





# WHICH JOBS TO APPLY TO

# WHERE CO-OP STUDENTS WORK

Landing Page

Info Page

Where Students Work

## Where Students Work

Work Term

2023 - Fall

Faculty

All

Program Grouping

All

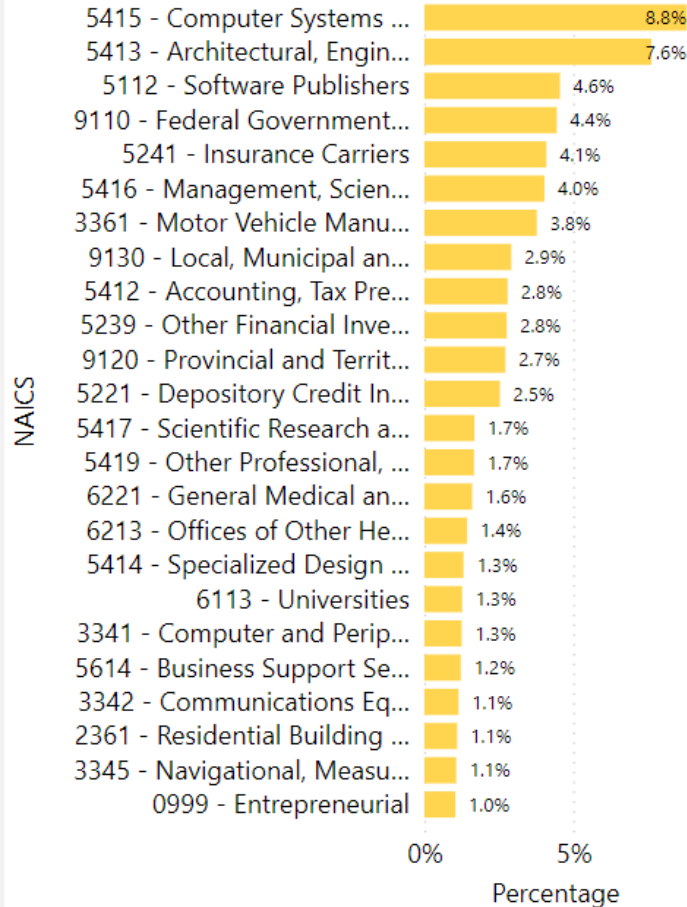
Work Term #

All

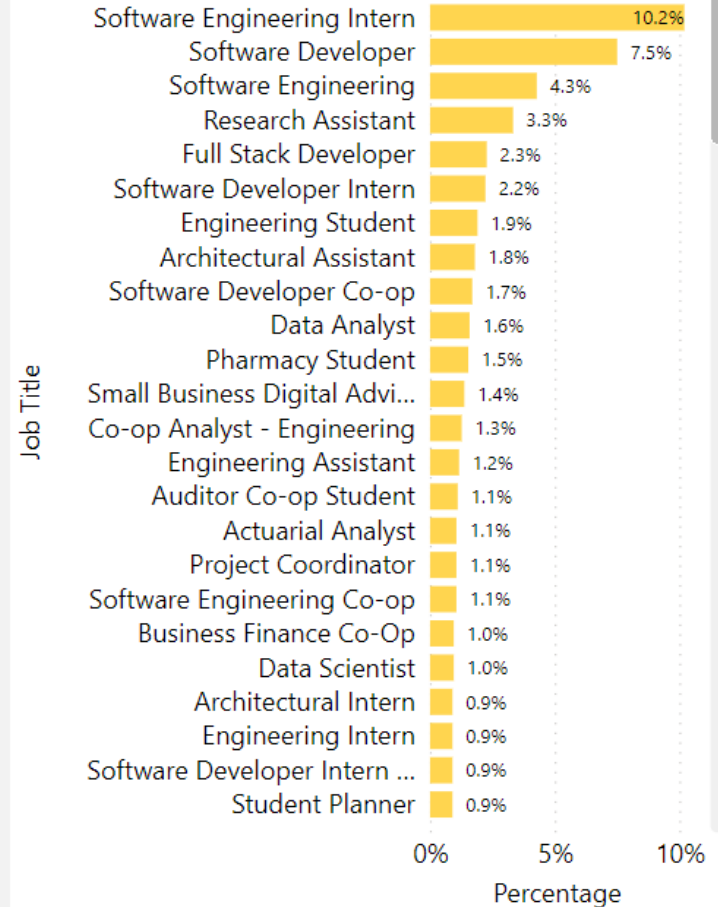
Career

All

### Hires by NAICS Industries



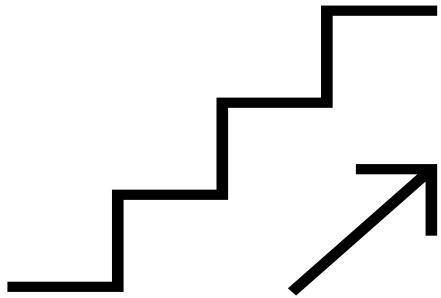
### Hires by Job Titles



<https://uwaterloo.ca/co-operative-education/about-co-op/where-co-op-students-work>

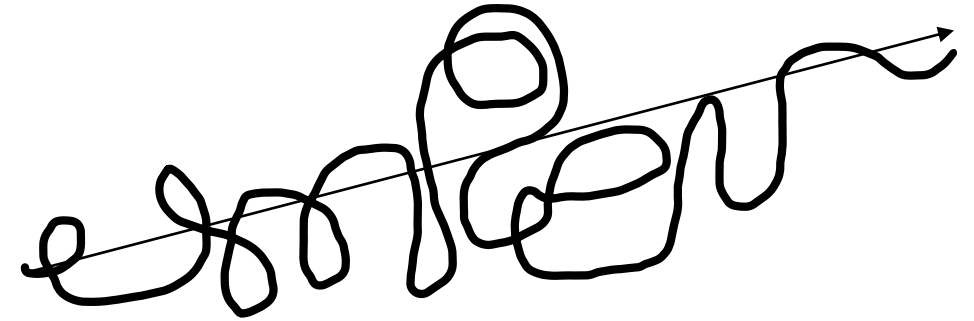
# THE OLD WORLD OF WORK

Education → Job → Promotion → Retire



# THE NEW WORLD OF WORK

Education → Learn/Purpose/Identity



- At least 50% of jobs will change
- 85 million jobs will disappear...but 97 million new roles created (globally)
- 27% of graduates work in a field related to their major
- 17 jobs across 5 industries

*\*data from RBC Humans Wanted, WE Forum, Federal Reserve Bank of New York, Foundation of Young Australians*



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# WHAT DO THESE CHANGES MEAN FOR ME?

- Lifelong learning and importance of adaptability and flexibility
  - “Hire for the propensity to learn” - IBM CEO, Ginni Rometty
  - Recent Waterloo study shows that those who adopt a lifelong learning mindset see greater performance, more promotions, and higher job satisfaction
- Degree  $\neq$  career path
- View career as a web not a ladder
- There is no “right” choice, career, pathway
- Shift focus away from job/role and toward skills you want to use/learn and what kind of work and environments motivate you



# HOW DO I APPLY TO JOBS ON WATERLOOWORKS?



# APPLICATION PACKAGE FOR WATERLOOWORKS

- ❑ **Résumé**
- ❑ **Work Term History** (automatically included for you)
- ❑ **Grade Report** (automatically included for you)
- ❑ **Cover Letter**
- ❑ **Other – Per Job Posting**  
(i.e. writing sample, portfolio, references, etc.)



# UPLOAD DOCUMENTS / CREATE APPLICATION PACKAGE

The screenshot displays the WaterlooWorks dashboard interface. On the left sidebar, the 'Upload a Document' and 'Create Application Package' buttons are highlighted with yellow arrows. The main content area shows a 'Create Application Package' modal window with the following text: 'PLEASE SELECT A DOCUMENT MODULE YOU WANT TO CREATE AN APPLICATION PACKAGE FOR'. Below this text are three buttons: 'Co-op Documents', 'Full-time Documents', and 'Other Documents'. A yellow arrow points to the 'Co-op Documents' button. The modal also includes a 'Close' button at the bottom left.



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!



# CREATE APPLICATION PACKAGE

## PACKAGE REQUIREMENTS

You must have documents of the following types:

Résumé  
Grade Report  
University of Waterloo Co-op Work History

Package Name \*

This field is required.

Required:

Résumé \*

Resume



Upload New



Grade Report \*

-select existing-



This field is required.

University of Waterloo Co-op Work History \*

-select existing-



Optional:

Cover Letter

-select existing-



Upload New

Other - Per Job Posting

-select existing-



Upload New

Submit

Upload a document

- **Grade Report and Co-op Work History:** automatically generated (simply select them from the drop-down menu)!
- Follow these step-by step guides:
  - Five steps for applying to jobs in WaterlooWorks
  - How to: upload application documents



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# WATERLOOWORKS SUPPORT



For WaterlooWorks help and frequently asked questions:

Visit Co-operative Education – WaterlooWorks help webpage: [uwaterloo.ca/co-operative-education/waterlooworks-student-help](https://uwaterloo.ca/co-operative-education/waterlooworks-student-help)



In the event of a technical issue with WaterlooWorks:

Contact CEE Hub

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



Reach out to your co-op advisor!

**Connect with your co-op advisor** via WaterlooWorks.



# 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 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/Flexible Work Term)
- How to provide an employer more information about co-op (i.e. fundings/tax credits available)
- What options are available for you at a particular time (i.e. add AOJ to your rankings or 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 important dates calendar.
- The system adds together scores and picks lowest sum for each job to make matches

	<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>
<b>Cycle 1 Posting 1</b>	Submit up to 50 apps	Jan. 6 - 16	Jan. 16 at 9 a.m.	Jan. 22 - Feb. 7	Feb. 8 at 2 p.m.	Feb. 9 at 2 p.m.	Feb. 9 by end of day

# RANKING: WHAT YOU'LL SEE

## List of possible rankings

Job	Employer ranking
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	Employer Ranking	Employer Notes	Ranking Deadline	My Ranking
<a href="#">view</a>	1		07/12/2022 02:00 PM	Pending
<a href="#">view</a>	Not Ranked	We are going with a more senior candidate but would love to continue the conversation and potentially speak about a work term in the future.	07/12/2022 02:00 PM	Not Ranked
<a href="#">view</a>	Ranked		07/12/2022 02:00 PM	Pending



# 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 **5 "Not Interested"** 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 – submit a [Request to Withdraw Application \(RWA\)](#) form 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 [renege consequences](#).



# COMMON QUESTIONS:



- I have more than 1 job offer!  
How should I rank them back?
- Some employers has 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!

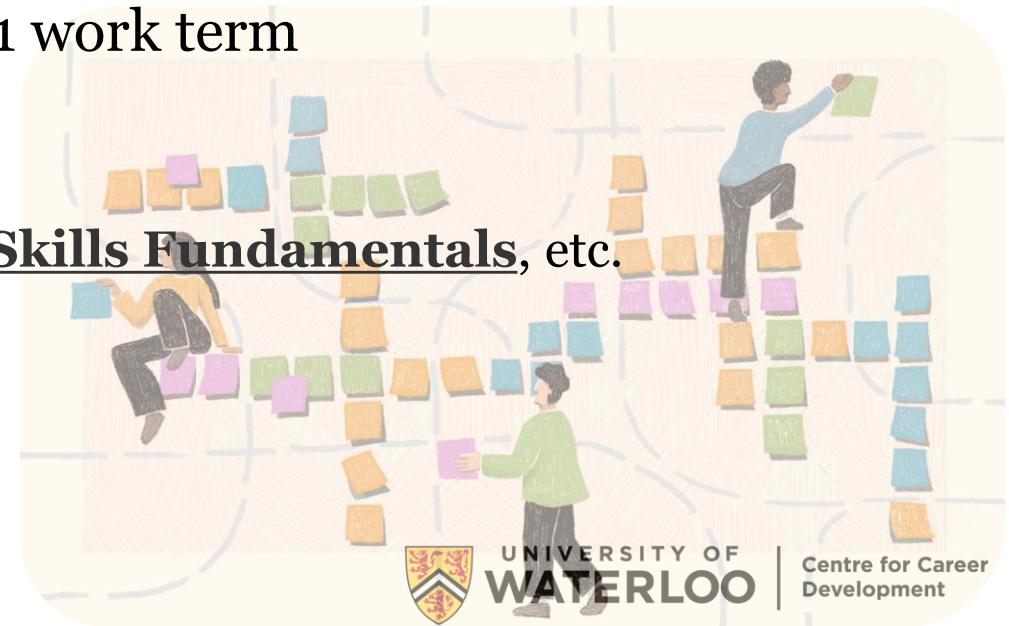


# WHAT IF I DON'T FIND A JOB?

# 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 **Standard** co-op credit: June 10, 2024
  - Last day to start work for a **Flexible** co-op credit: July 8, 2024 (*Note: UG students only.*)
- Explore WEAccelerate (co-op credit program; Flex WT) – gain industry experience.
- Minimum co-op degree requirement = you can miss 1 work term
- How can you enhance your transferable skills?
  - Part-time job, volunteer, take a course, enroll in **Digital Skills Fundamentals**, etc.
- Work with us before you panic!





# SUPPORTS & RESOURCES

# WE GOT YOU COVERED!

AKA Work Term Support (WTS) & Student Advisor

## CAREER ADVISORS



For some of you: we are your support for 1st WT

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

Work Term Report

Find my Academic Advisor

## CO-OP ADVISORS



Questions about your co-op job, **once matched**

Questions or concerns during your work term

Arrange your own job

Finding your next co-op

Connect on WaterlooWorks

# OTHER SUPPORTS

## Co-op embedded Counsellors



- Confidential mental health support during your recruitment terms and work terms

[Find a Co-op Counsellor](#)

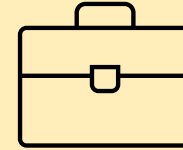
## Immigration Consultants



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

[Find a Consultant](#)

## Int'l Employment Specialists



Int'l visas/ permits:  
[ceeinties@uwaterloo.ca](mailto:ceeinties@uwaterloo.ca)

USA J-1 visa info:  
[ceeusaies@uwaterloo.ca](mailto: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



Develop Cover Letter & Resume



Resume critiques, mock interviews



Identify any support you need for navigating WaterlooWorks



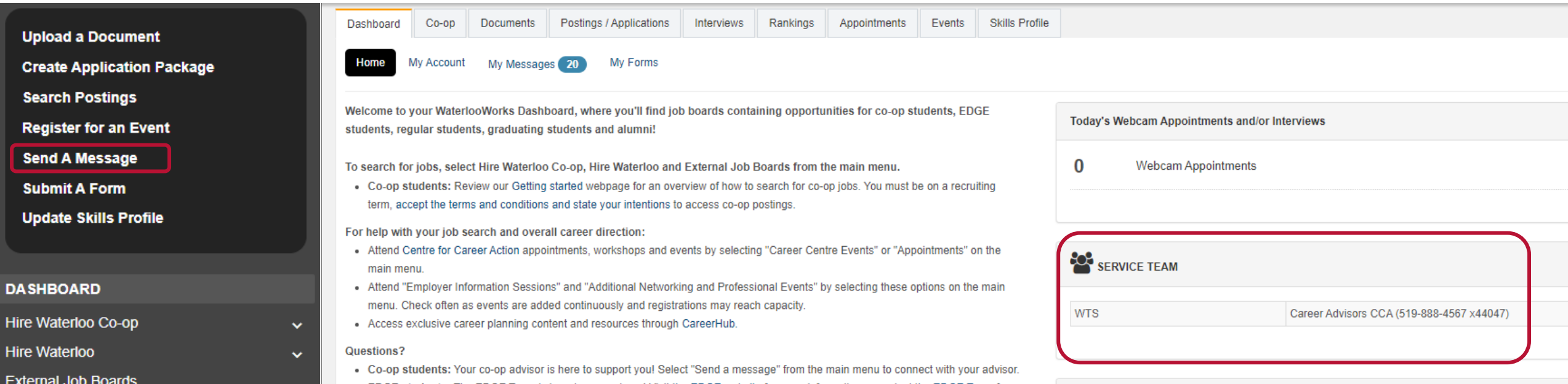
Create Application Packages



Bookmark Important Dates



# If you still have questions after the workshop, please send your WTS a WaterlooWorks message!



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

**DASHBOARD**  
Hire Waterloo Co-op  
Hire Waterloo  
External Job Boards

Dashboard Co-op Documents Postings / Applications Interviews Rankings Appointments Events Skills Profile

Home My Account My Messages **20** My Forms

Welcome to your WaterlooWorks Dashboard, where you'll find job boards containing opportunities for co-op students, EDGE students, regular students, graduating students and alumni!

To search for jobs, select Hire Waterloo Co-op, Hire Waterloo and External Job Boards from the main menu.

- Co-op students: Review our [Getting started](#) webpage for an overview of how to search for co-op jobs. You must be on a recruiting term, [accept the terms and conditions](#) and state your intentions to access co-op postings.

For help with your job search and overall career direction:

- Attend Centre for Career Action appointments, workshops and events by selecting "Career Centre Events" or "Appointments" on the main menu.
- Attend "Employer Information Sessions" and "Additional Networking and Professional Events" by selecting these options on the main menu. Check often as events are added continuously and registrations may reach capacity.
- Access exclusive career planning content and resources through [CareerHub](#).

Questions?

- Co-op students: Your co-op advisor is here to support you! Select "Send a message" from the main menu to connect with your advisor.

Today's Webcam Appointments and/or Interviews

0 Webcam Appointments

**SERVICE TEAM**

WTS	Career Advisors CCA (519-888-4567 x44047)
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No WTS assigned under the Service Team? Contact the [Centre for Career Development!](#)

# Q & A

We will stop the recording now!  
Feel free to come off camera or send us a message.



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Development**