

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

ITS OKAY !



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

10/24/2024

Steph Bailey (she/her)
Career Advisor
Centre for Career Development



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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



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 T

- 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

IMPORTANT DATES: CYCLE 2

Regularly check the Important Dates calendar to keep track of when job postings open and when applications are due.

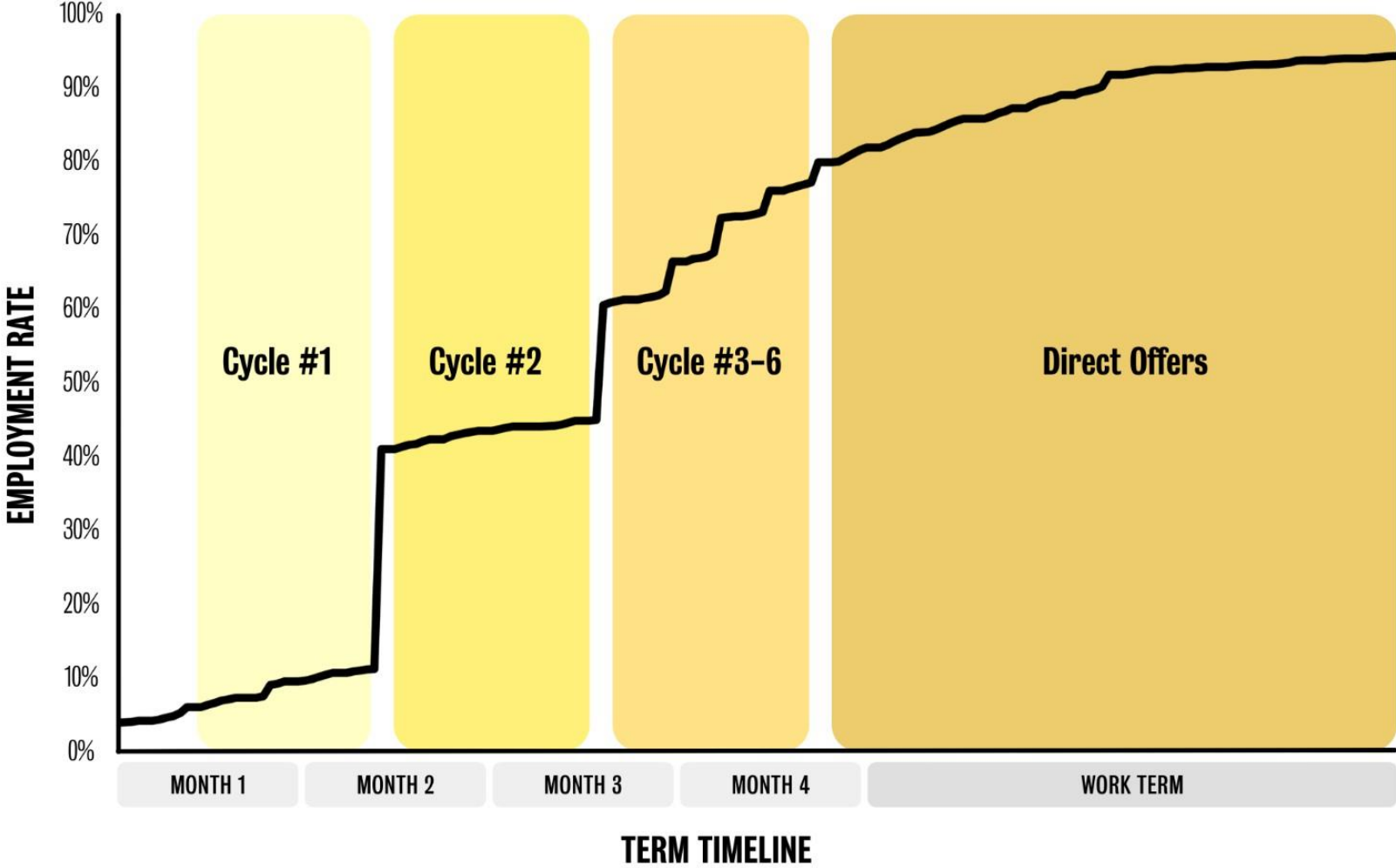
[Important Dates Calendar](https://uwaterloo.ca/co-operative-education/important-dates)
<https://uwaterloo.ca/co-operative-education/important-dates>

[Co-op and Internship Jumpstart Series:](#)
 Cycle 1 & 2 overview and Important Dates

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 1	Submit up to 50 apps	Sept. 7 - 17	Sept. 17 at 9 a.m.	Sept. 20 - Oct. 2	Oct. 3 at 2 p.m.	Oct. 4 at 2 p.m.	Oct. 4 by end of day
Cycle 1 Posting 2	Submit up to 100 apps total (includes apps from previous cycle)	Sept. 18 - 24	Sept. 24 at 9 a.m.	Sept. 20 - Oct. 2	Oct. 3 at 2 p.m.	Oct. 4 at 2 p.m.	Oct. 4 by end of day
Cycle 2 Posting 1	Submit up to 150 apps total (includes apps from previous cycles)	Oct. 5 - 11	Oct. 11 at 11:59 p.m.* (new time)	Oct. 23 - Nov. 1	Nov. 4 at 2 p.m.	Nov. 5 at 2 p.m.	Nov. 5 by end of day
Cycle 2 Posting 2	Submit up to 200 apps total (includes apps from previous cycles)	Oct. 12 - 22	Oct. 22 at 9 a.m.	Oct. 23 - Nov. 1	Nov. 4 at 2 p.m.	Nov. 5 at 2 p.m.	Nov. 5 by end of day
Cycle 3	Submit up to 500 apps total (includes apps from all cycles)	Beginning Nov. 6 New jobs are posted daily and stay live for 2 business days	at 9 a.m. 2 business days after job is posted	Nov. 12 - 14	Nov. 14 at 8 p.m.	Nov. 15 at 11 a.m.	Nov. 15 by end of day
Cycle 4	Submit up to 500 apps total (includes apps from all cycles)	Beginning Nov. 6 New jobs are posted daily and stay live for 2 business days	at 9 a.m. 2 business days after job is posted	Nov. 19 - 21	Nov. 21 at 8 p.m.	Nov. 22 at 11 a.m.	Nov. 22 by end of day
Cycle 5	Submit up to 500 apps total (includes apps from all cycles)	Beginning Nov. 6 New jobs are posted daily and stay live for 2 business days	at 9 a.m. 2 business days after job is posted	Nov. 26 - 28	Nov. 28 at 8 p.m.	Nov. 29 at 11 a.m.	Nov. 29 by end of day
Cycle 6	Submit up to 500 apps total (includes apps from all cycles)	Beginning Nov. 6 New jobs are posted daily and stay live for 2 business days	at 9 a.m. 2 business days after job is posted	Dec. 3 - 5	Dec. 5 at 8 p.m.	Dec. 6 at 11 a.m.	Dec. 6 by end of day

We are here!

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!
 - **February 10** to secure employment for a **standard** co-op credit.
 - **March 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">• Single organization/employer.	<ul style="list-style-type: none">• Single or multiple employers/organizations.<ul style="list-style-type: none">• Allows you to receive Co-op credit for wider range of work experiences.
<ul style="list-style-type: none">• Full time, 12-16 weeks, and a minimum of 420 hours.	<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Position must be minimum wage or meet unpaid/underpaid guidelines.	<ul style="list-style-type: none">• Position must be minimum wage or meet unpaid/underpaid guidelines.

View full requirements [here](#).



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NAVIGATING YOUR JOB SEARCH



JOB BOARDS ON WATERLOO WORKS

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

Fall 2024

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 Regio, 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

Search

- 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

Search

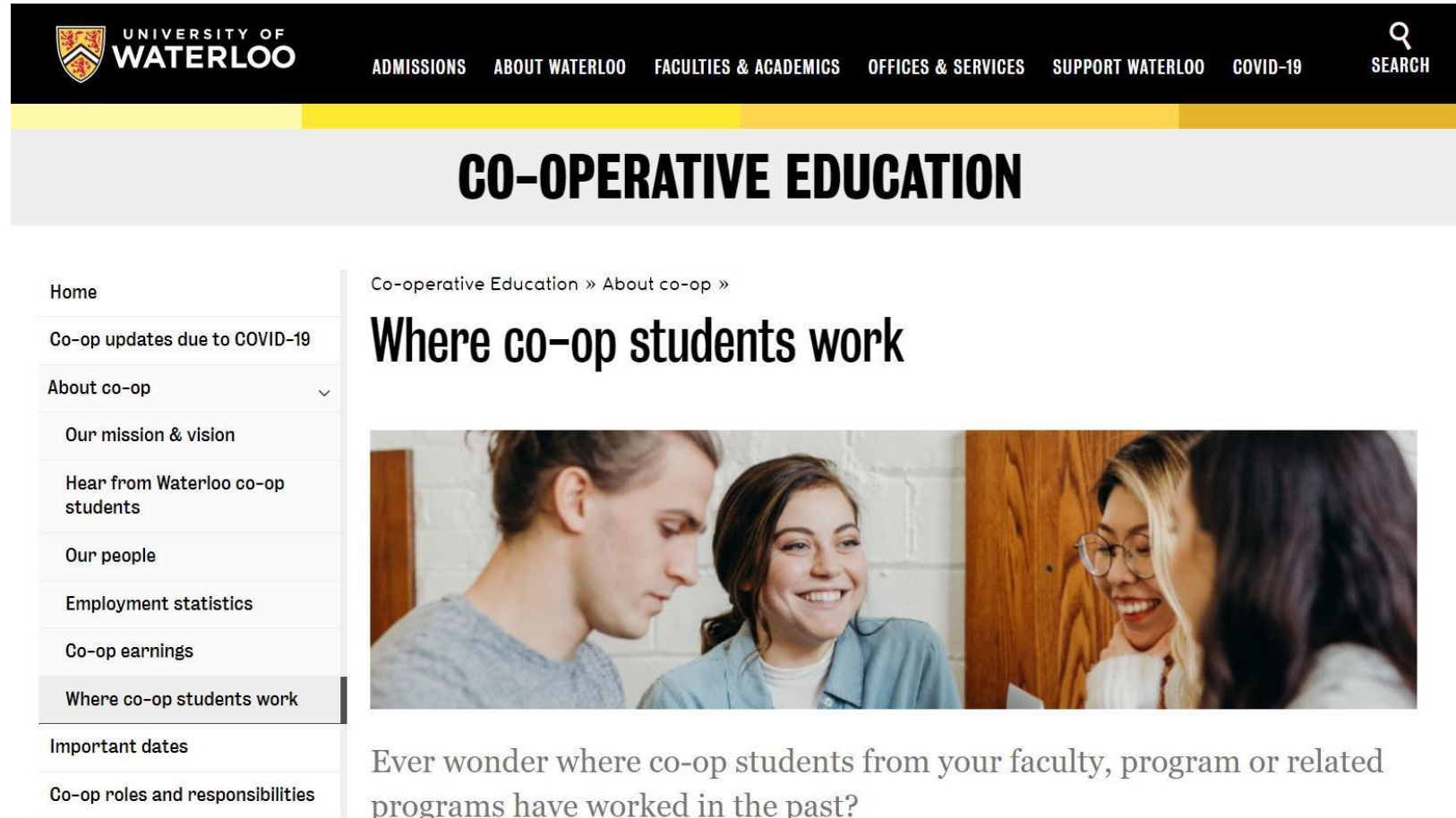
LIST MANAGEMENT OPTIONS

Co-op and Internship Jumpstart Series:
Searching/Applying for Jobs in WaterlooWorks

WHERE CO-OP STUDENTS WORK

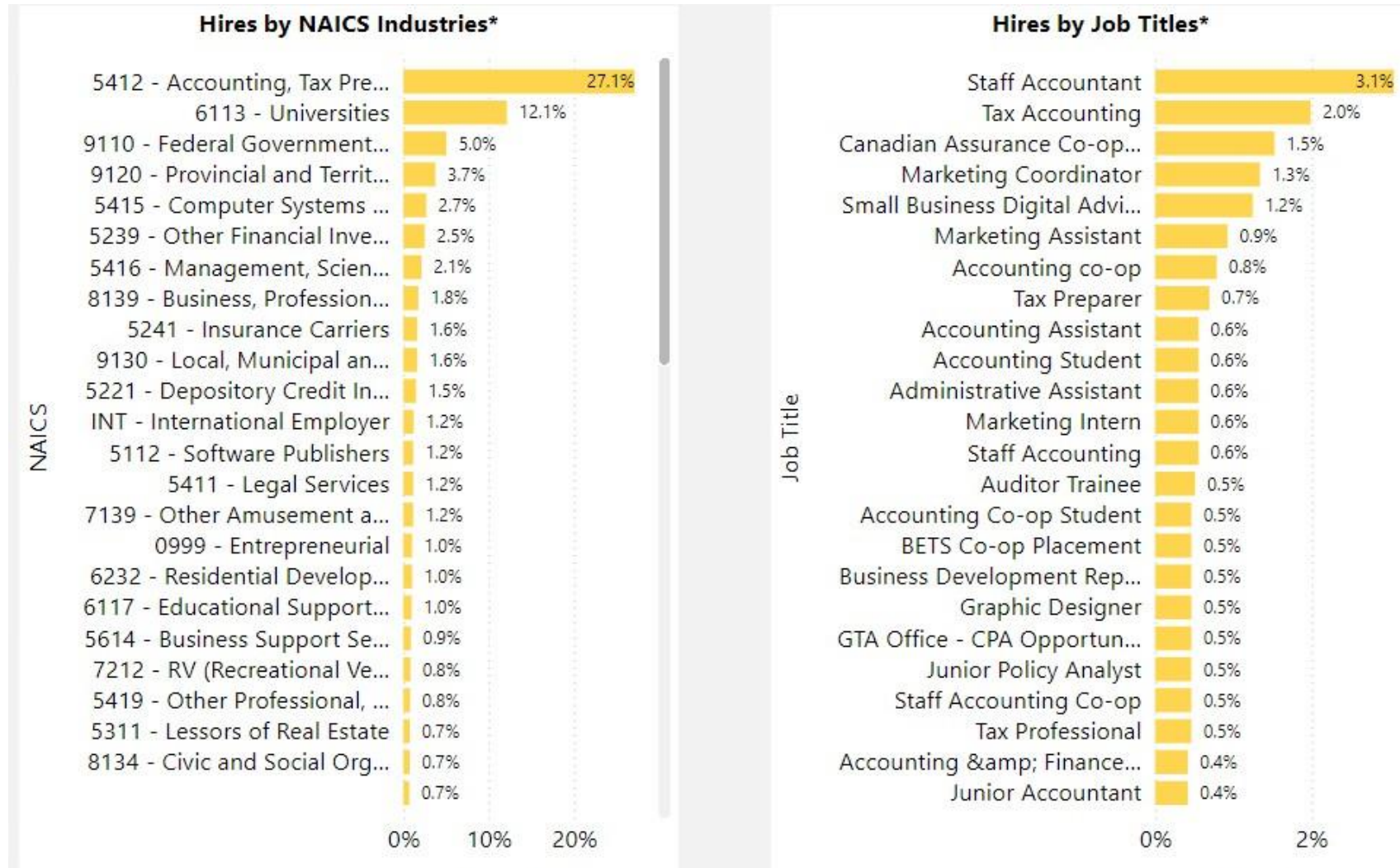
Offers real data on what job titles past students have held and which industries they worked in

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 bar with links for Admissions, About Waterloo, Faculties & Academics, Offices & Services, Support Waterloo, and COVID-19. A search icon is also present. Below the navigation bar is a yellow header for 'CO-OPERATIVE EDUCATION'. A left-hand navigation menu includes links for 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 with a grey bar), Important dates, and Co-op roles and responsibilities. The main content area shows the breadcrumb 'Co-operative Education » About co-op »' followed by the title 'Where co-op students work'. Below the title is a photograph of three young women smiling and talking. Underneath the photo is the text: 'Ever wonder where co-op students from your faculty, program or related programs have worked in the past?'.

WHERE 1ST TERM STUDENTS WORK



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	▼



OVERCOMING JOB SEARCH CHALLENGES



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?



EXPLORING ALTERNATIVES



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 Arrange Own Job (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 Work Term](#))
- How to provide an employer more information about co-op (i.e. [funding/tax credits available](#))
- Tips for talking to employers about hiring (i.e., [Introduction letter](#) and how to use it)

October 29: [University of Waterloo's Volunteer Fair](#)



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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

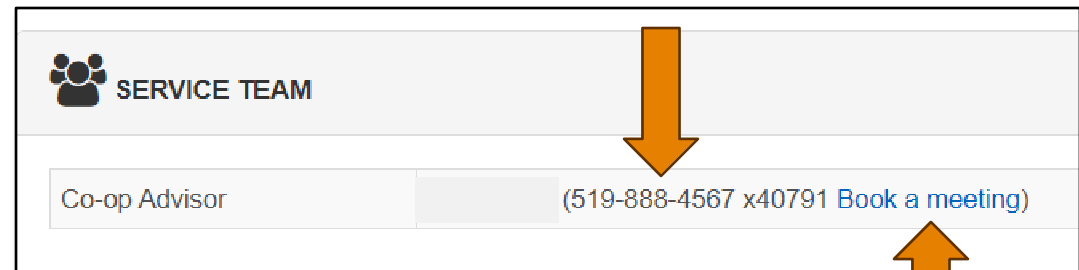
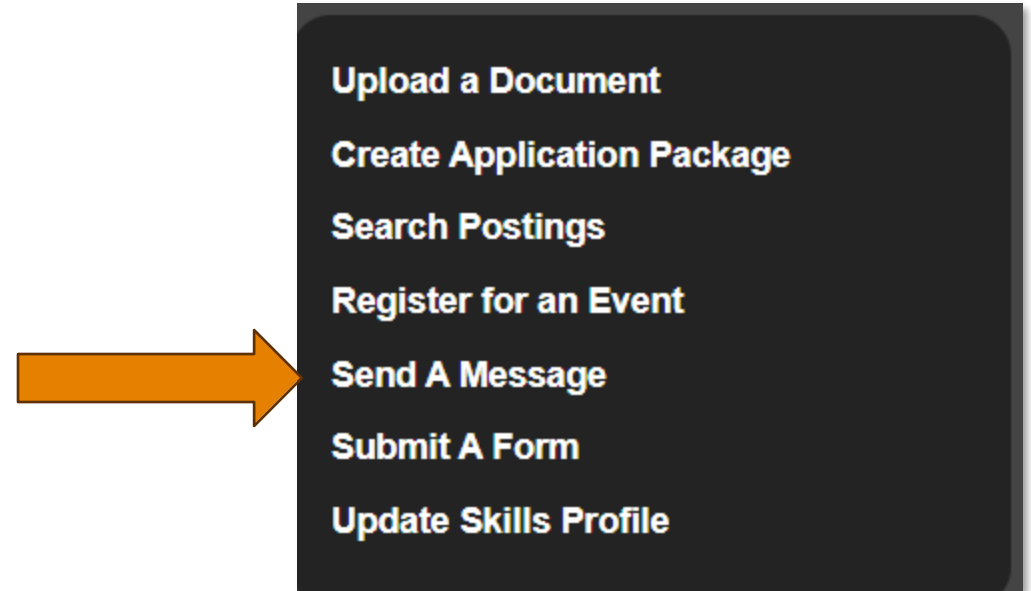
- Select the “Book a meeting” link on WaterlooWorks

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!



A decorative graphic consisting of thick, solid-colored lines in red, teal, blue, and yellow. The lines are arranged in a complex, overlapping pattern that frames the central text. A red line forms an L-shape in the top-left corner. A teal line forms an L-shape in the bottom-left corner. A blue line runs horizontally across the bottom, with a teal segment on the left and a blue segment on the right. A yellow line runs vertically on the right side, with a teal segment on the left and a yellow segment on the right. The lines intersect and overlap to create a modern, abstract border.

QUESTIONS?

DROP-IN ADVISING!

WHEN: Wednesday, November 6 | 1:00 AM – 3:00 PM

WHERE: Arts Undergrad Office (PAS 2439)

Bring your career questions!



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YOU+WATERLOO

Our greatest impact happens together.