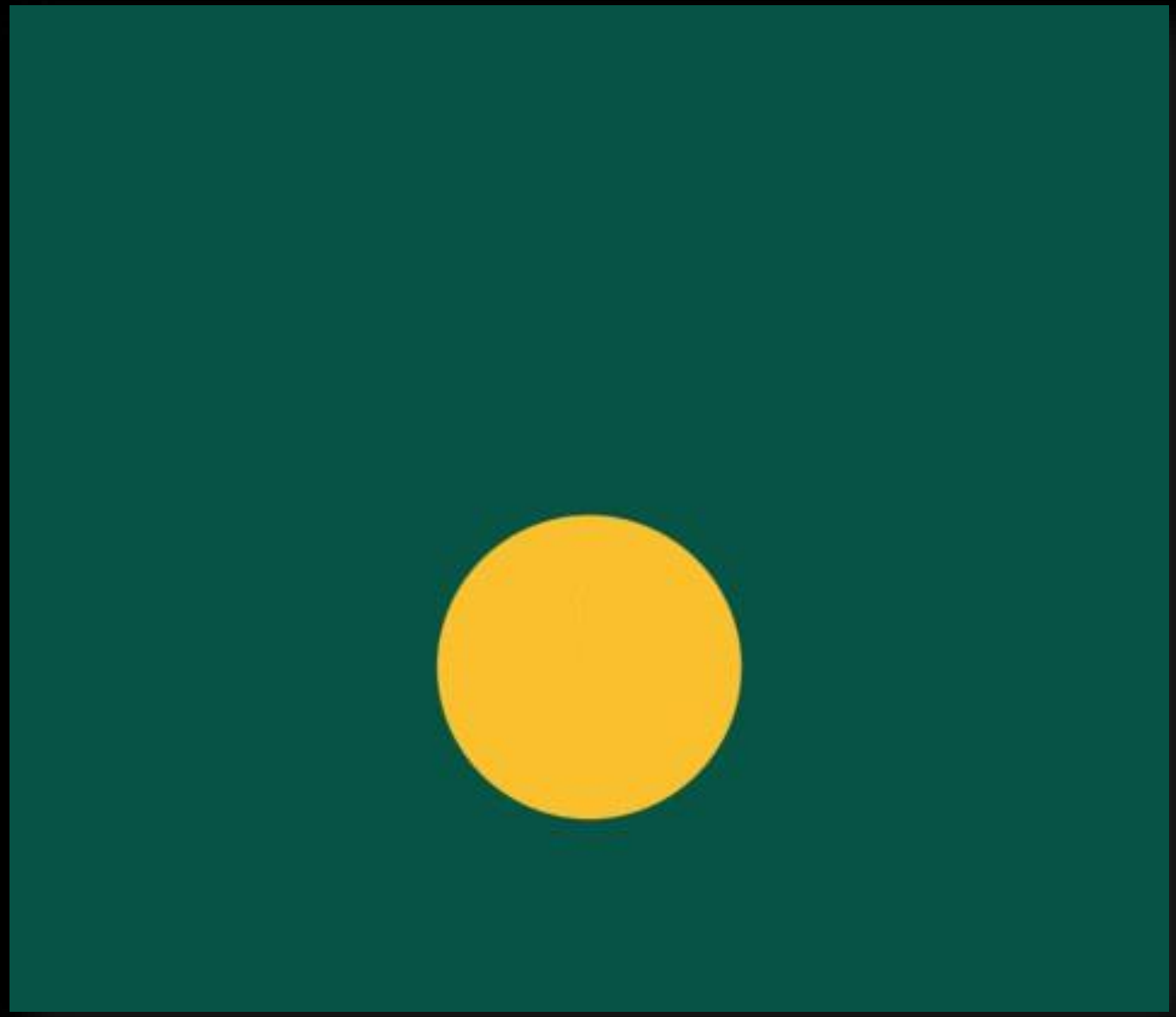
WELCOME to "Help, I don't have a co-op job... yet!"

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.

1	2	3	4
Looking for jobs *on* WaterlooWorks	Looking for jobs *outside* of WaterlooWorks	Looking for jobs *on & outside* of WaterlooWorks	Not sure where to start!

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

UNIVERSITY OF WATERLOO | Centre for Career Development

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

[Office of Indigenous Relations]

What are you hoping to learn today?

Indicate your answer in the chat!

Job search tips on WaterlooWorks	Arranging Your Own Job Process	Options if I don't find a job	Other – Specify in the chat
1	2	3	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

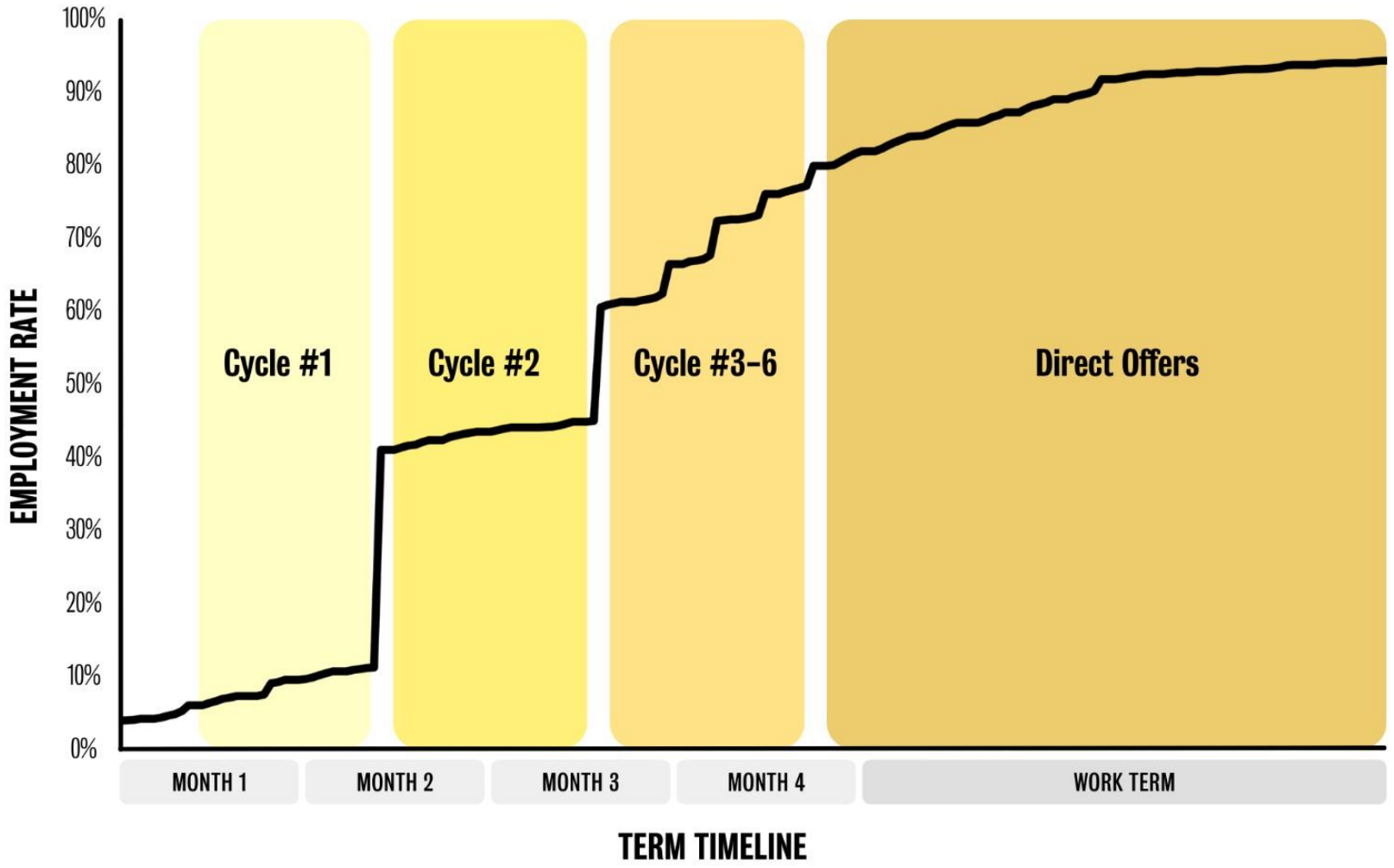
https://uwaterloo.ca/co-operative-education/important-dates

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

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

STANDARD VS FLEXIBLE WORK TERMS

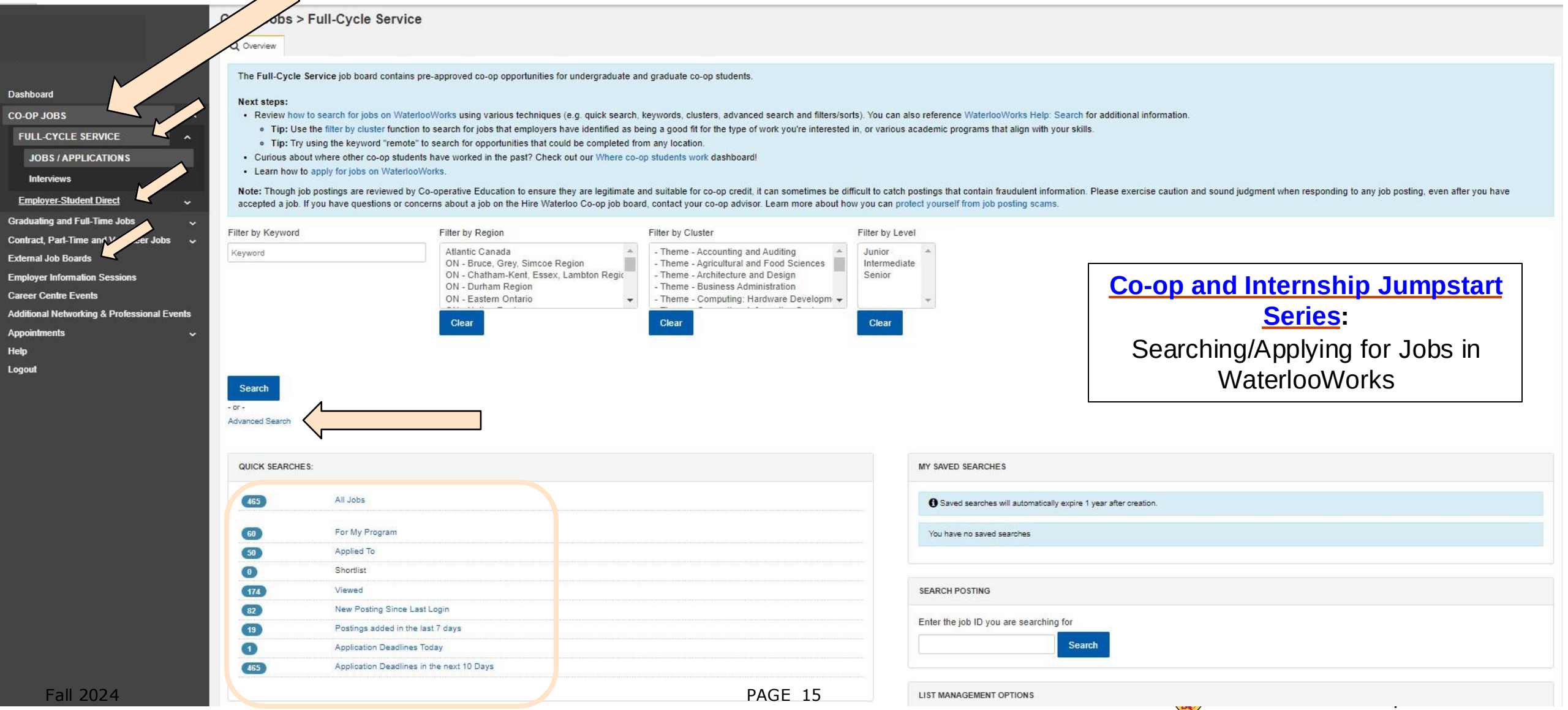
View full requirements **here**.

Standard	Flexible
• Single organization/employer.	• Single or multiple employers/organizations. • Allows you to receive Co-op credit for wider range of work experiences.
• Full time, 12-16 weeks, and a minimum of 420 hours.	• **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.	• Position must be minimum wage or meet unpaid/underpaid guidelines.

View full requirements **here**.

NAVIGATING YOUR JOB SEARCH

JOB BOARDS ON WATERLOO WORKS

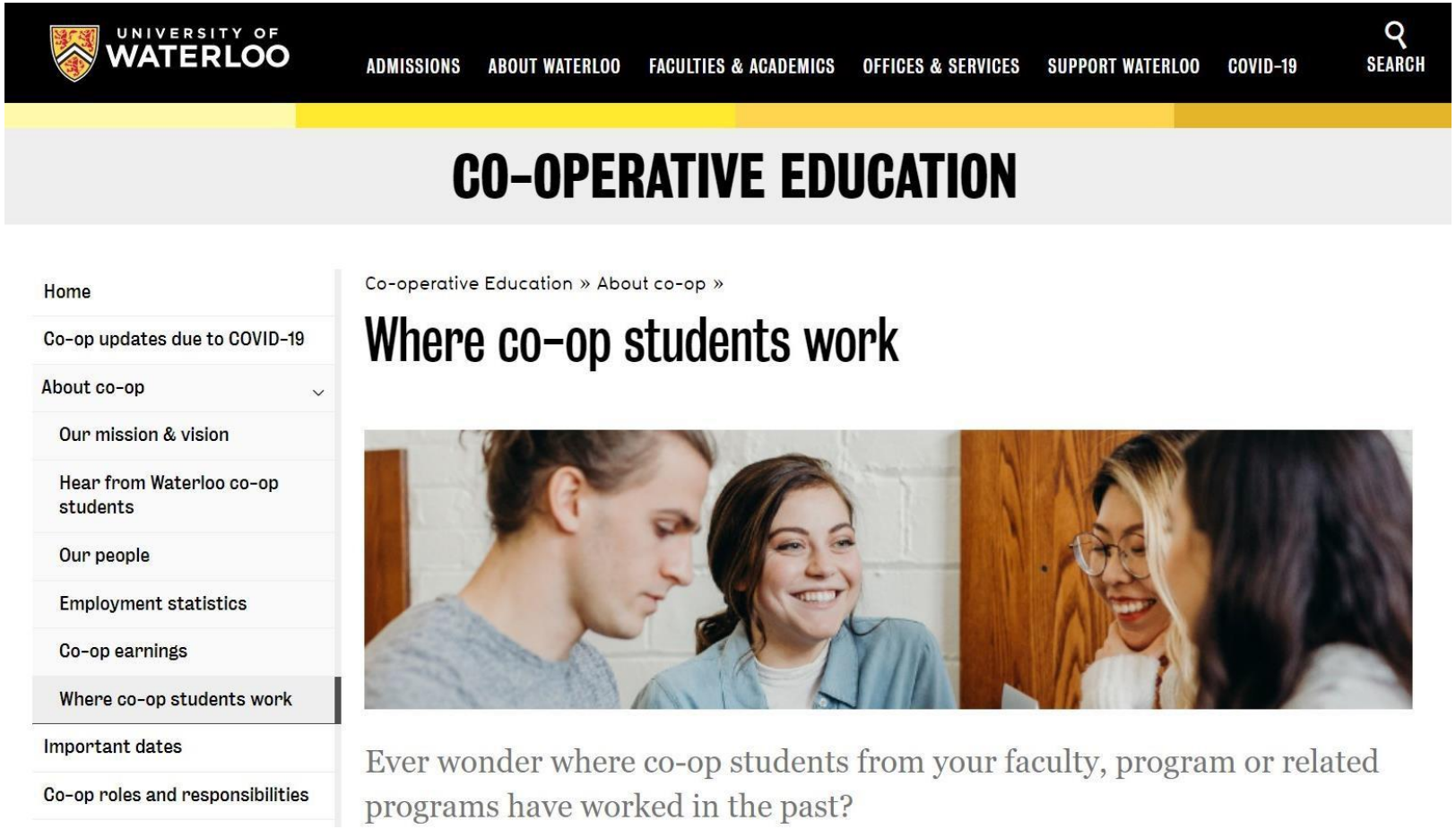


Co-op and Internship Jumpstart Series:
Searching/Applying for Jobs in WaterlooWorks

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



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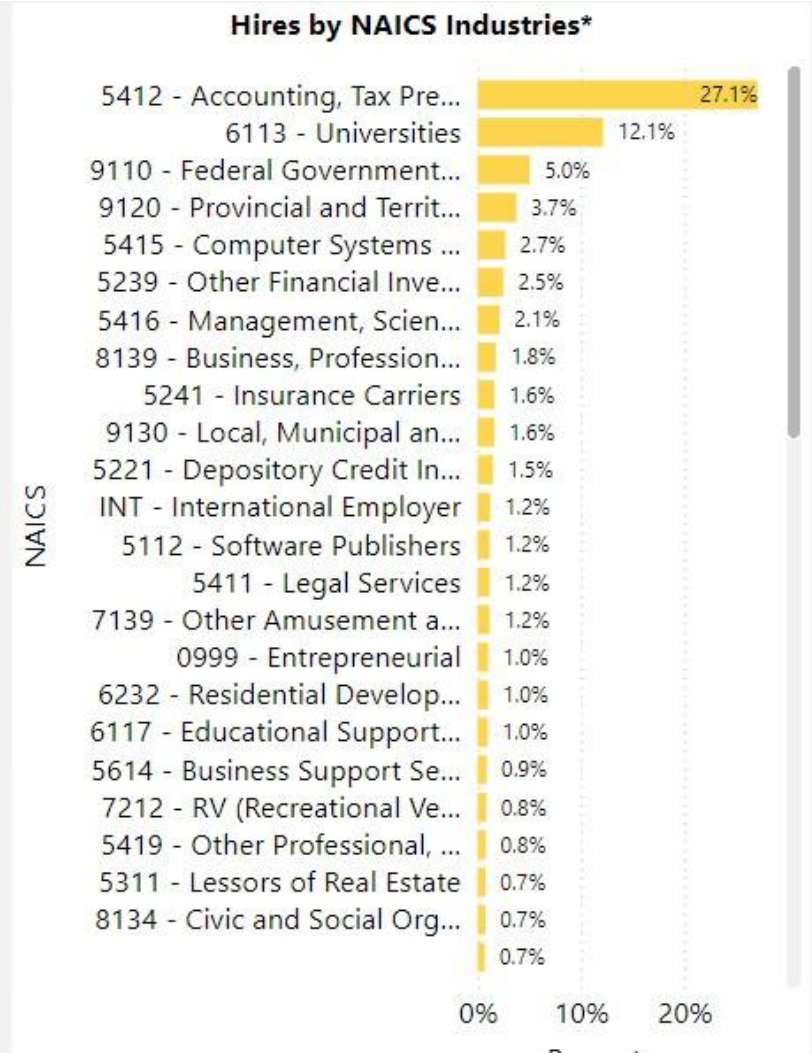
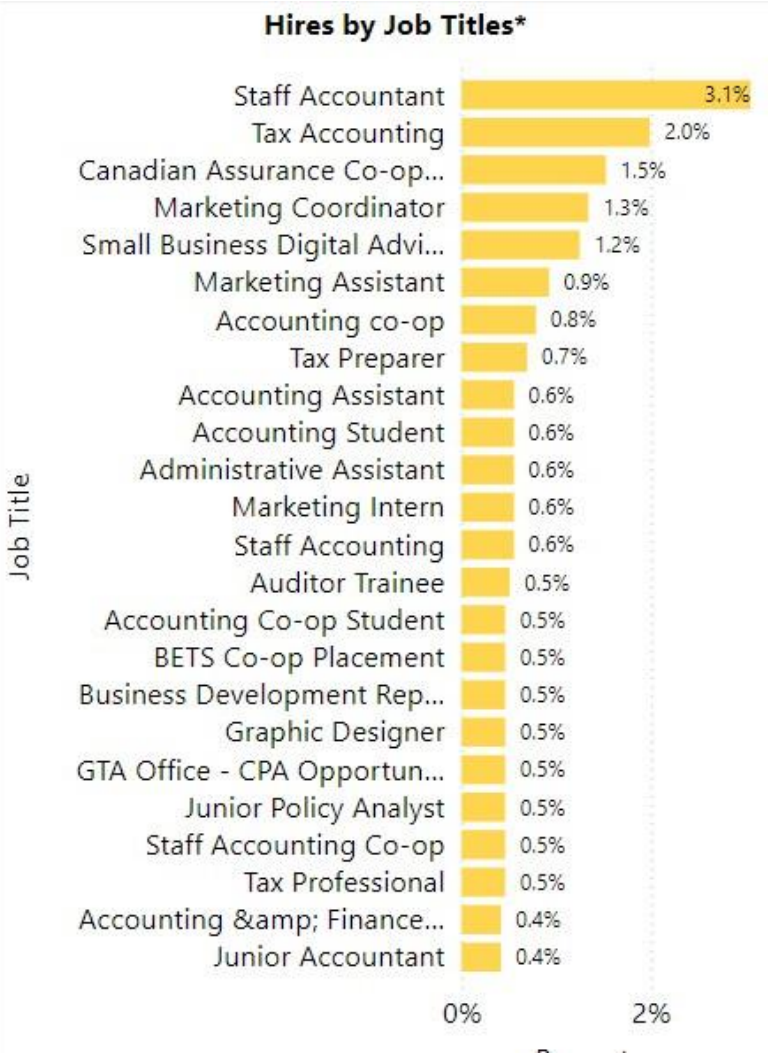
WHERE 1ST TERM STUDENTS WORK

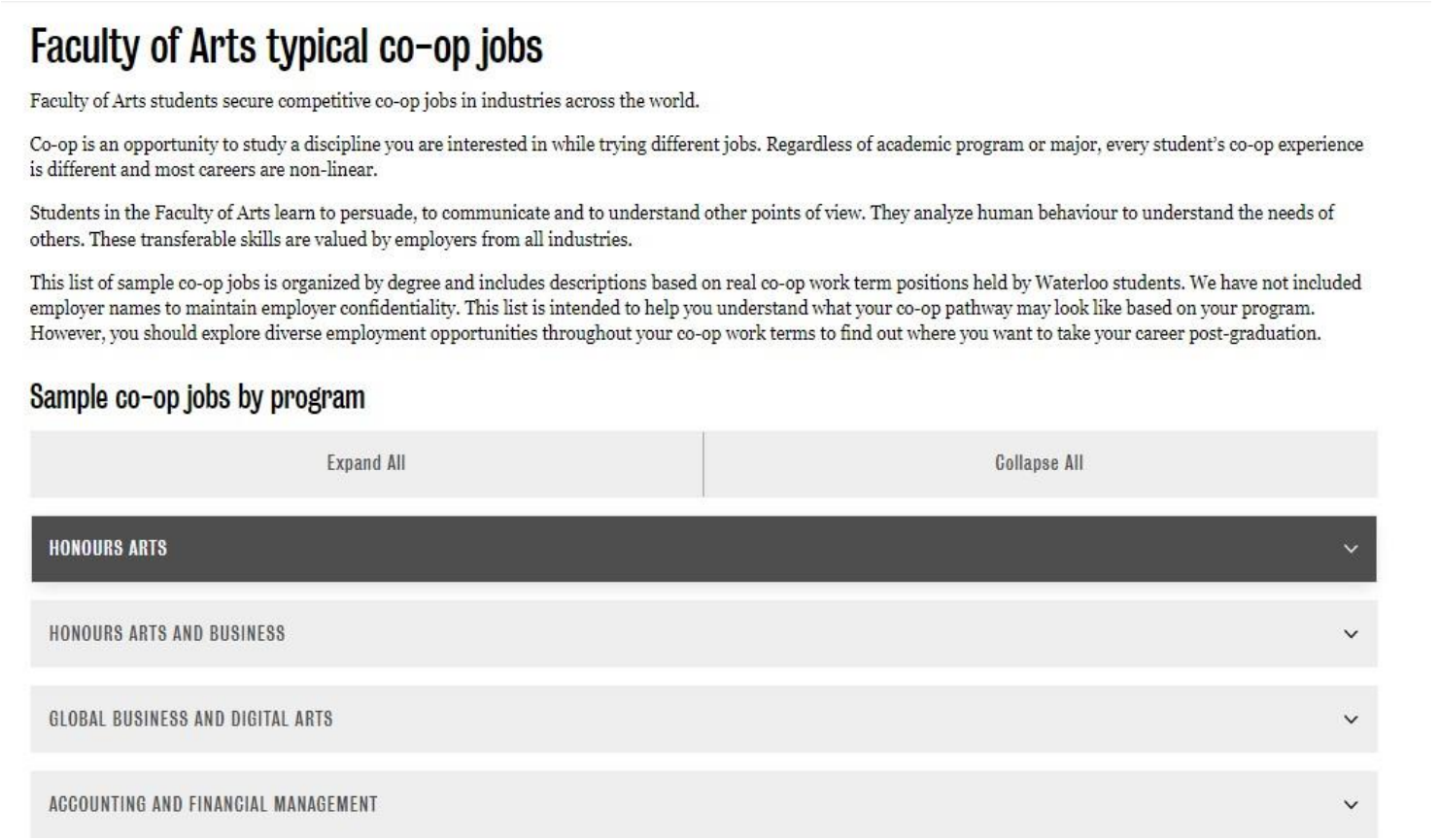




Fall 2022- Fall 2024

"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

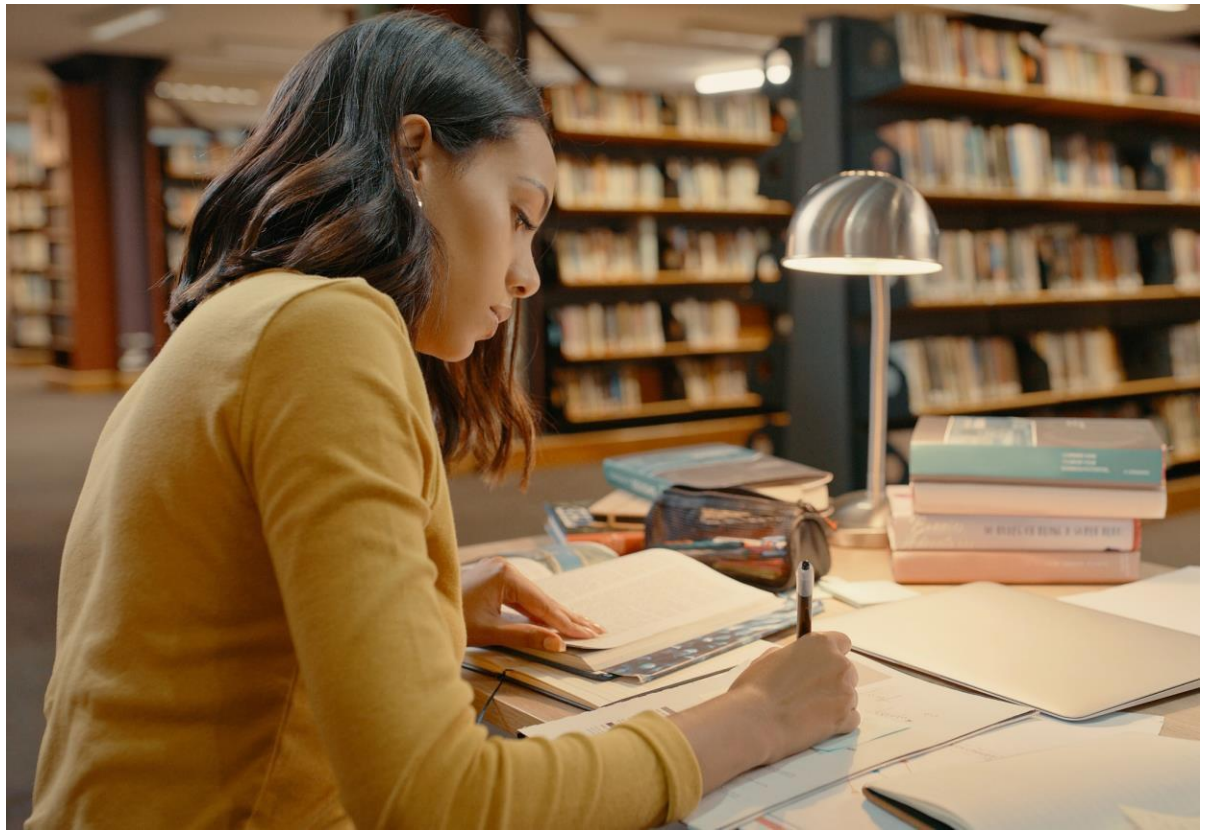
HONOURS ARTS AND BUSINESS

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

ARRANGING YOUR OWN JOB RESOURCES

AOJ JOB SEARCH PROCESS

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 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

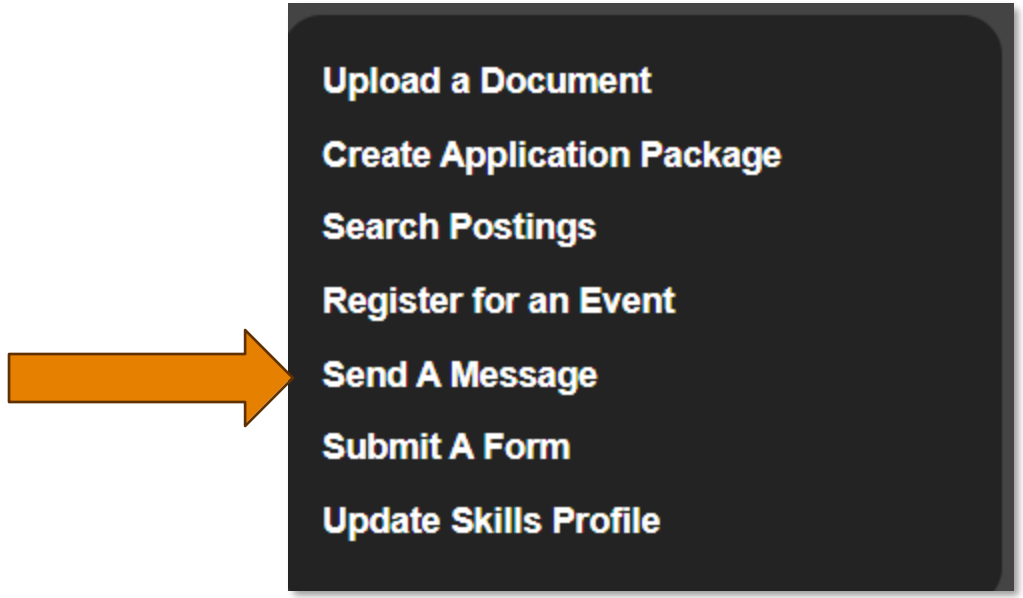
CO-OP QUESTIONS? SEE YOUR CO-OP ADVISOR

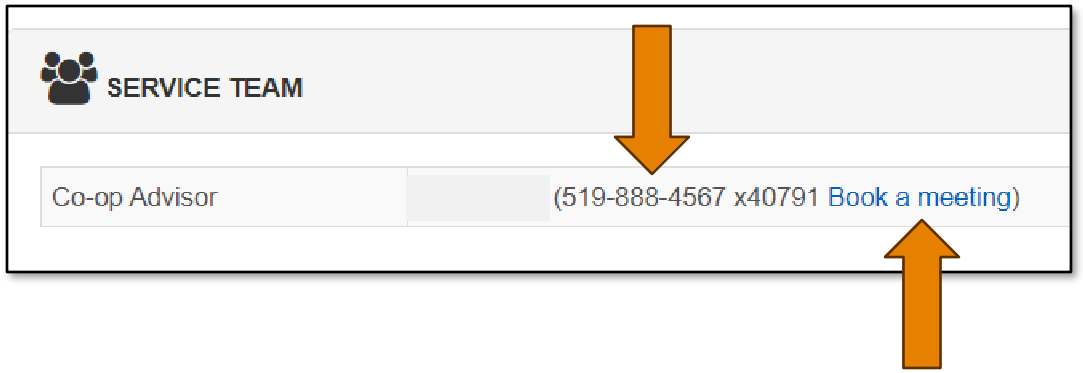
Send a message
- "Send a message" on WaterlooWorks

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!

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.