

"HELP! HOW DO I WORK-TERM?"

Tiffany Chen
(she/her)
Career Advisor

Centre for Career Development

April 7, 2025



UNIVERSITY OF
WATERLOO

Centre for Career
Development



Share a GIF in the chat!

**How are you feeling about your upcoming
work term?**

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 <https://native-land.ca/>

Office of Indigenous Relations



We aim for this to be safe(r) space

- Host yourself!
- Principles of Choice, Respect and Care
- Session will be recorded; Slides will be shared
- Ask questions throughout by raising your hand or using the chat
 - Q & A at the end



PLEASE SHARE IN THE CHAT:

**What is one thing you're hoping to
get out of this workshop?**

AGENDA

- Your Work Term at-a-Glance
 - Supports & Resources
 - Q&A
-



Your Work Term at-a-Glance

Post-Match

- ☐ Reach out to your new employer
- ☐ Review onboarding paperwork
- ☐ Get to know your Work Term Support is (co-op advisor)
- ☐ Secure housing

Start of Work Term

- ☐ Learn what to expect
- ☐ Update work term details, contact and travel info
- ☐ Set work term goals
- ☐ Professional Development (PD) course

On the Work Term

- ☐ Complete e-Check In
- ☐ Midterm Evaluation
- ☐ Consider Future Ready Talent Framework
- ☐ Update work term goals
- ☐ Take initiative and track projects
- ☐ Work Term Consultation with co-op advisor

End of Work Term

- ☐ Complete Student Performance Evaluation (SPE)
- ☐ Update resume/cover letter
- ☐ Add connections and network to social media



POST-MATCH

Congratulations!
So, you've secured a co-op... now what?



MIXED FEELINGS ABOUT WHAT TO EXPECT?

You're not alone!

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

Work Term Report

[Find my Academic Advisor](#)

CO-OP ADVISORS



Questions related to
co-op

Questions or concerns
during your work term

Finding your next co-op

[Connect on
WaterlooWorks](#)

Co-op Questions? Contact your Co-op Advisor!

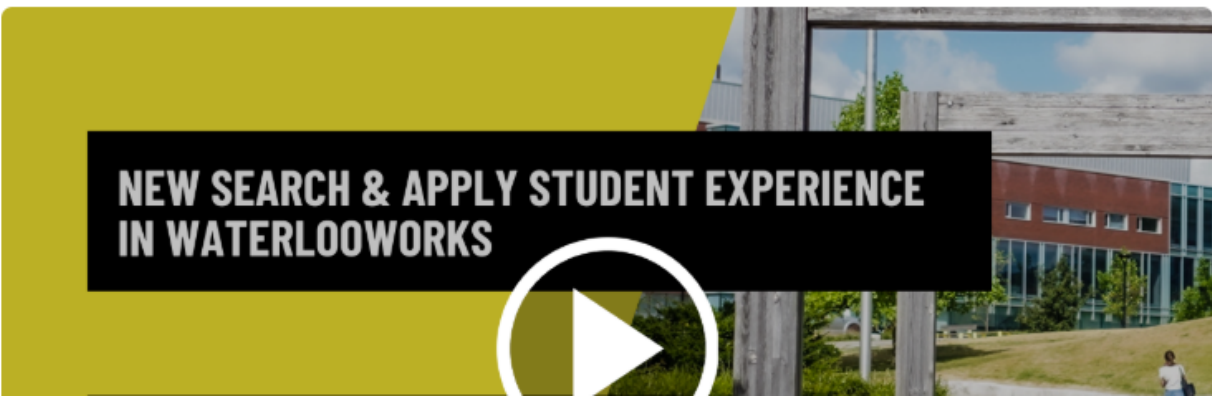
Welcome

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

- Home
- My Account
- My Messages
- My Forms

New Student Search and Apply Experience

We've launched a new [search and apply experience](#) in WaterlooWorks! Enhancements include a new search layout on all job boards, an increase in the number of default résumés, options to display in table or card view, ability to resize and rearrange columns, creation of custom job folders and more.



TODAY'S WEBCAM APPOINTMENTS AND/OR INTERVIEWS

0 Webcam Appointments

View

SERVICE TEAM

Co-op Advisor	Alison (519-888-4567 x4)	5 Book a meeting
---------------	--------------------------	----------------------------------

Send A Message



Tips for preparing for your work term



1) Save a copy of your job description to update your resume!

2) Ask questions!

Contact your employer to confirm:

- Start date and end date
- Hours of employment
- Whom you report to
- Salary
- Anything you can do to prepare (e.g. paperwork)
- Expectations around remote/hybrid/in person work

Working away from home?

- With help finding housing, reach out to....
 - Your co-op advisor
 - Your employer
 - Other students working in your region via [Co-op Connection](#) on Discord
- Other resources...
 - Finding a place to live on your co-op work term [page](#)
 - Facebook groups / marketplace
 - Other local universities and colleges in the area
 - Online websites (e.g. Kijiji, Airbnb, Padmapper, etc.)
 - Places4Students.com

Access our on-campus
and off-campus housing
info by clicking [here!](#)



Common questions

When can I reach out to my matched employer?

- Right away! via phone or email
- If you don't hear back from them in 5-10 business days, follow up
- If they still haven't replied, connect with your co-op advisor



Common questions



What is the offer letter supposed to state, and what if I don't receive one?

- Typically states your job title, the start/end date of your employment, working hours per week, salary, vacation, conditions of employment and confidentiality clauses (if relevant)
- If you don't receive an offer letter, connect with your employer again for written confirmation

I have questions about my offer letter and would like to go over it with someone! Who do I speak to?

- As WUSA members, you can utilize the Student Legal Protection Program.
 - Legal advice on any subject and representation on issues relating to academic rights, co-op and employment, or housing and tenancy
 - Automatically covered (unless you have opted-out of the Legal Protection Program).



START OF THE WORK TERM

What should I expect?

Update your information

- **Work-term details:**
confirm basic information about your role & edit employer contact/supervisor information
- **Emergency contact and location information:**
where and how to contact you throughout the work term

Work Term Details | Employment Details | Map | Interactions | Service Terms | Tags | Work Term Audit

Work-term details - Approved

Emergency Contact and Location Information - Approved

Print Record | Edit

EMPLOYER CONTACT DETAILS

Intro to the Work Term

- You may spend the first week(s) completing workplace orientation/training.
 - Pre-work term trainings should still be paid.
- You may not have access to everything you need to perform your job on day one.
- Set goals and learning objectives for yourself to make the most of your work term.
- Start your Professional Development (PD) course, if you are enrolled in one.
- Discuss expectations with your supervisor.
 - CareerHub: [Success At Work – Exploring workplace culture/ Strategies for workplace success](#)

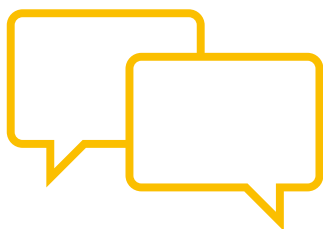


Common questions



How often should I be meeting with my supervisor?

- What feels like the right amount for *you*? We suggest to meet with your supervisor and/or mentor at least once a week, perhaps more if you're working remotely.



Common questions

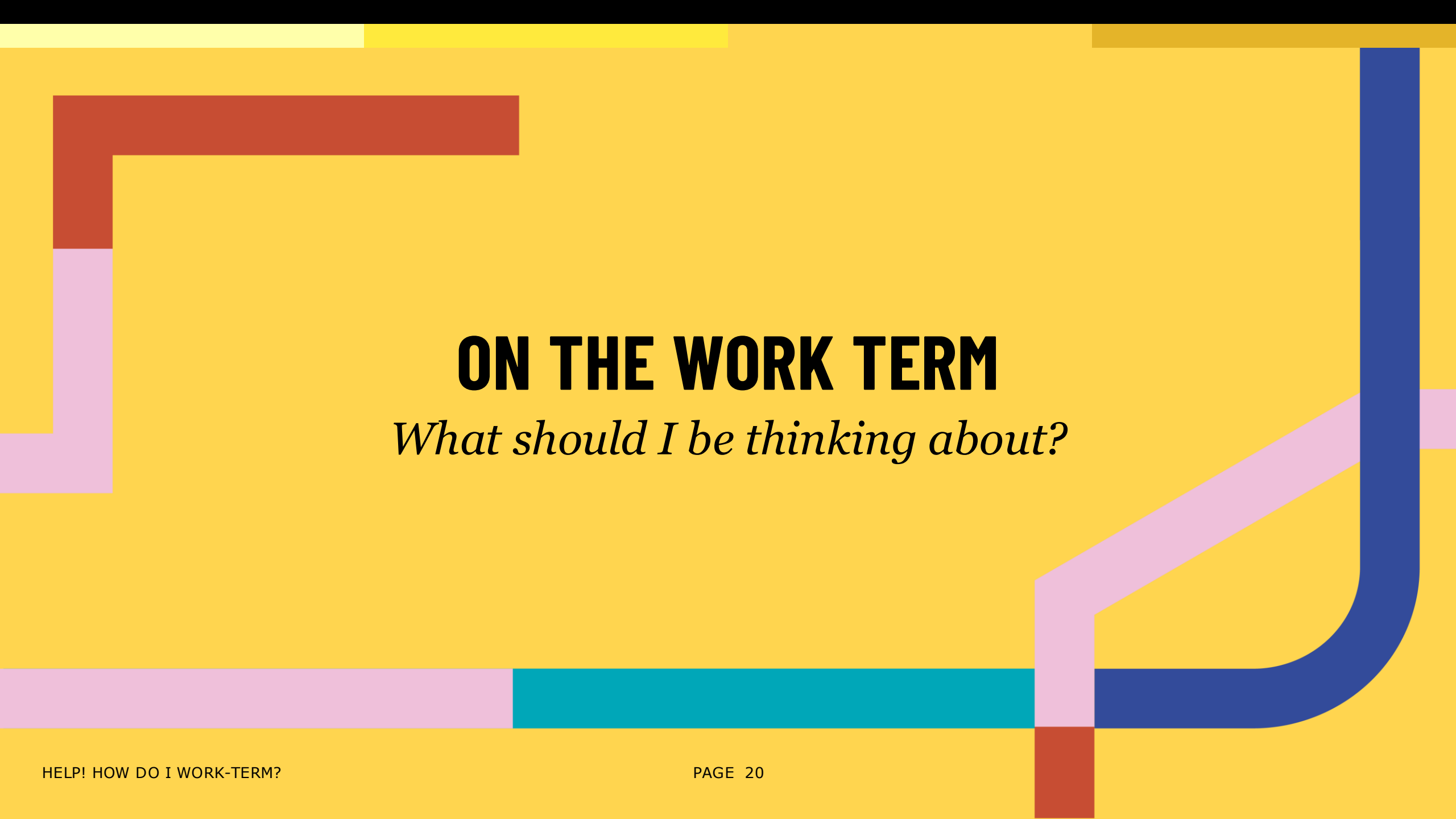


Connect with your co-op advisor regarding any of these potential questions or concerns:

- “I haven’t been paid yet”
- “I don’t really have any work to do”
- “My employer is on vacation, and I haven’t been set up yet”
- Safety concerns
- “It’s hard communicating with my employer”
- Discrepancy between the job description and what you’re doing



When in doubt, reach out!



ON THE WORK TERM

What should I be thinking about?

eCheckIn

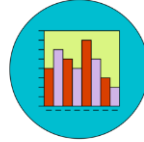
- Month 2: fill out the eCheckin!
 - This mandatory **& confidential** form helps us know how to support you
 - Identify competencies from the Future Ready Talent Framework (FRTF)
 - Verify information (job title, salary)
- Employers receive a brief eCheckin request as well
 - Student meeting expectations? Questions/concerns?
 - Account Managers do reach outs if support is needed
- Your co-op advisor may reach out to you for a virtual (online) work-term consultation. These work term consultations are a way to support you through your co-op work term.
- **If you have a concern – reach out ASAP!**



Future Ready Talent Framework (FRTF)

Expand and Transfer Expertise

- Discipline and Context-Specific Skills
- Information and Data Literacy
- Technological Agility



Develop Self

- Lifelong Learning and Career Development
- Self-Management
- Self-Assessment



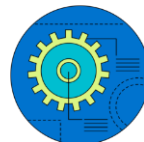
Build Relationships

- Communication
- Collaboration
- Intercultural Effectiveness



Design and Deliver Solutions

- Innovation Mindset
- Critical Thinking
- Implementation



- ☐ A tool to understand key competencies to navigate the future of work and learning
- ☐ A guide to honing your talents to stay competitive in the workforce
- ☐ Choose a few to focus on (eCheckIn)
- ☐ See more info [here](#)

STUDENT PERFORMANCE EVALUATION (SPE)

- ☐ Outstanding
- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Satisfactory
- ☐ Marginal
- ☐ Unsatisfactory

(Read more [on page 5 of the PDF](#))

WATERLOO | CO-OPERATIVE EDUCATION

200 University Avenue West
Waterloo, ON, Canada N2L 3G1
Telephone: 519-888-4026
ceehub@uwaterloo.ca
uwaterloo.ca/hire

STUDENT PERFORMANCE EVALUATION

Please note that this form is the accessible version.

Print, then give this form to your supervisor. For more information, contact your student advisor.

An online version of this form is available in WaterlooWorks.

☐ Winter (Jan - Apr) ☐ Spring (May - Aug) ☐ Fall (Sep - Dec) Year: 20

Student Name: Organization:

ID No.: Job Title:

SUPERVISOR'S GUIDELINES FOR COMPLETION

MID-TERM REVIEW (not required, strongly recommended) - Please conduct a mid-term review with your student to assist in their progress during the work term. Using this form as a guideline, the mid-point discussion is an opportunity for the supervisor and student to discuss topics such as:

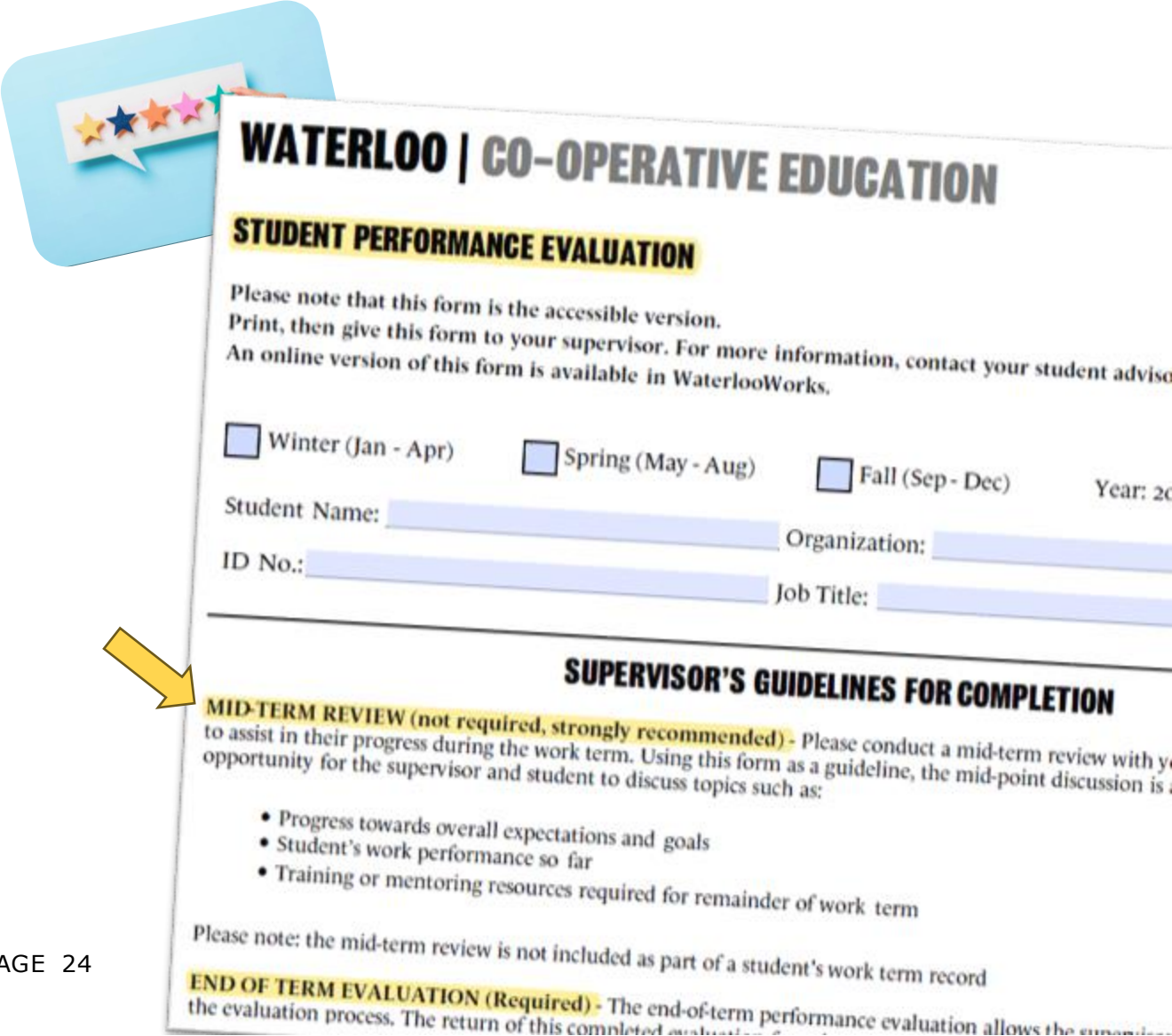
- Progress towards overall expectations and goals
- Student's work performance so far
- Training or mentoring resources required for remainder of work term

Please note: the mid-term review is not included as part of a student's work term record

END OF TERM EVALUATION (Required) - The end-of-term performance evaluation allows the supervisor and student to fulfill the evaluation process. The return of this completed evaluation form is required for completion of the student's work term.

Midterm Review (Book a midterm check-in meeting with your supervisor!)

- **Optional**, but highly recommended to *receive* and *share* feedback from your supervisor **using the SPE form!**
- You can arrange an informal mid-term evaluation/check-in with your supervisor and ask about your current rating/ how to potentially improve it; *your final rating will be less of a surprise!*
- Nothing to submit – not recorded on WaterlooWorks (for reflection purposes)
- Find a PDF copy of the SPE [here](#)



The image shows a 'WATERLOO | CO-OPERATIVE EDUCATION' Student Performance Evaluation (SPE) form. At the top, it says 'STUDENT PERFORMANCE EVALUATION'. Below this, it states: 'Please note that this form is the accessible version. Print, then give this form to your supervisor. For more information, contact your student advisor. An online version of this form is available in WaterlooWorks.' There are three checkboxes for the semester: 'Winter (Jan - Apr)', 'Spring (May - Aug)', and 'Fall (Sep - Dec)', followed by a 'Year: 20' field. Below these are fields for 'Student Name:', 'Organization:', 'ID No.:', and 'Job Title:'. A yellow arrow points to the 'MID-TERM REVIEW' section, which is titled 'MID-TERM REVIEW (not required, strongly recommended)'. The text in this section says: 'Please conduct a mid-term review with your supervisor to assist in their progress during the work term. Using this form as a guideline, the mid-point discussion is an opportunity for the supervisor and student to discuss topics such as:'. A bulleted list follows: '• Progress towards overall expectations and goals', '• Student's work performance so far', and '• Training or mentoring resources required for remainder of work term'. Below this, it says: 'Please note: the mid-term review is not included as part of a student's work term record'. At the bottom, it says: 'END OF TERM EVALUATION (Required) - The end-of-term performance evaluation allows the supervisor to provide feedback on the student's performance during the evaluation process. The return of this completed evaluation is required for the student to receive their final evaluation.' There is also a small graphic of a speech bubble with stars in the top left corner of the form area.

How a student might make the most out of their work term?

Here are some best practices to consider:

- **Take initiative!** Often there are opportunities to make your work term more than what you thought it could be.
- Use time outside of work to start thinking about your next co-op work term and what you can do now to work toward your next goals.
- If you'd like to work for the same employer, look out for opportunities and discuss this possibility with your supervisor.
- Keep track of projects and/or responsibilities listed outside of the scope of the job description. This will help you update your resume and identify topics/examples to discuss in interviews.



Common question



What if I have trouble communicating with my supervisor?

You want to book a midterm evaluation/ midpoint check-in and go over the SPE form with your supervisor but you're not sure how to make that happen:

- “My Work Term Support said it is highly recommended for us to do a midterm evaluation and suggested we use the SPE form to discuss my performance so far...”
- “I’ve finished X project, and was wondering if you’d be able to comment on or provide me with some feedback...”



FINISHING THE WORK TERM

How should I wrap up?

End of term Evaluation: SPE Form (Mandatory!)



Email(s) to complete the Student Performance Evaluation (SPE) form will be sent to your employer; make sure your Work Term Details section is updated!



You can review and add in your own personal comments after your supervisor has completed the end of term evaluation/ the SPE form.



Your evaluation should be submitted **before** you leave so you have a chance to go over it together and discuss feedback.



Your work term, company, location, job title, rating will be carried over on your official work term history for future potential employers to see.



WATERLOO | CO-OPERATIVE EDUCATION

STUDENT PERFORMANCE EVALUATION

Please note that this form is the accessible version. Print, then give this form to your supervisor. For more information, contact your student advisor. An online version of this form is available in WaterlooWorks.

☐ Winter (Jan - Apr) ☐ Spring (May - Aug) ☐ Fall (Sep - Dec) Year: 20

Student Name: Organization:

ID No.: Job Title:

SUPERVISOR'S GUIDELINES FOR COMPLETION

MID-TERM REVIEW (not required, strongly recommended) - Please conduct a mid-term review with your student to assist in their progress during the work term. Using this form as a guideline, the mid-point discussion is an opportunity for the supervisor and student to discuss topics such as:

- Progress towards overall expectations and goals
- Student's work performance so far
- Training or mentoring resources required for remainder of work term

Please note: the mid-term review is not included as part of a student's work term record

END OF TERM EVALUATION (Required) - The end-of-term performance evaluation allows the supervisor and student to fulfill the evaluation process. The return of this completed evaluation form is required for completion of the student's work term.

200 University Avenue West
Waterloo, ON, Canada N2L 3G1
Telephone: 519-888-4026
ceehub@uwaterloo.ca
uwaterloo.ca/hire



Before you go...

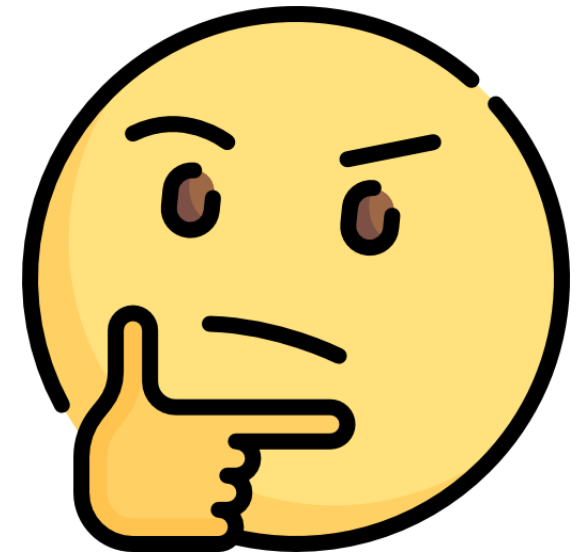


- ❑ Ensure that your supervisor completes the final evaluation/submits the SPE form
- ❑ Fill out the Work Term Recap form on WaterlooWorks to reflect on your term
 - Contribute **anonymously** to the “rate my work term” feature
- ❑ Update and revise your application documents (cover letter, resume, portfolio)
 - **Tip:** This is a great time to book an appointment with the Centre for Career Development!
- ❑ Create a profile on LinkedIn to add some of the connections you’ve made!

Self-Reflection

Ask yourself some of these questions to help you refine your career path and determine next steps for potential future work terms:

- What did I learn about myself?
- What skills did I use and develop?
- What projects did I enjoy/not enjoy?
- How did this role align with my career goals or program?
- How did my work term align to the FRTF key competencies?
- What did I learn about the role, the industry or the organization?
- What type of management style/working environment do I like/dislike?
- What kind of role(s) am I looking for in my next work term(s)?



Common questions



I'm interested in working at this company for another work term. How do I arrange this?

- That's great to hear! Connect with your co-op advisor and we can get the process started for you.

What are the deliverables to get to a higher rating?

- Ask your employer what they are in a midpoint evaluation! Don't wait until the last minute in the final evaluation to find out.

I'm disappointed with my overall rating... can I negotiate?

- Unfortunately, no, it is not professional to try and negotiate your final work term rating and we encourage you to accept your evaluation as-is. The best way to manage your rating is to have that midpoint review and ask questions to see if you are tracking and working towards your goal.



SUPPORTS & RESOURCES

Workplace Rights

- You have rights to ensure that you are treated fairly and equally by your employer
 - In Ontario: Ontario Human Rights Commission (OHRC) under the Ontario Human Rights Code
 - Outside provide: Consult relevant provincial legislation
 - International student? Employment Rights and Obligations for Foreign Nationals
- Connect with your co-op advisor immediately if you have concerns about:
 - Unequal treatment (e.g. discrimination); Harassment; Bullying; Hostile environment; Health & Safety; Pay and overtime
 - When in doubt about any concern, reach out!
- **Everything you discuss with us is confidential and you get to decide on what actions you would like to take – if any**

Other Supports

Co-op embedded Counsellors



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

[Find a Co-op Counsellor](#)

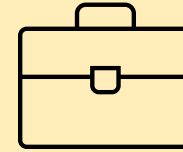
Immigration Consultants



- 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

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](#)

Work Term Resources

Resource	What it is
<u>Campus Wellness</u>	Support for your health and wellness during school and co-op
<u>Co-op Connection</u>	Connect with other students working in your area on Discord!
<u>Health, Dental, Travel Coverage and Legal Protection</u>	Coverage provided by WUSA for (co-op) students
<u>CareerHub</u>	Online portal with lots of topics for success in the workplace
<u>Mental Health Resources</u>	For (co-op) students to maintain a healthy work-life balance

Advice for first work term students

- [UW Article: 5 Tips for a successful co-op work term](#)
- [UW Blog: Co-operative Education – Blog](#)
- [UW Video: Advice for first work term students](#)

Keep in mind...

- Navigating the co-op process on top of schoolwork and other life demands can be challenging.
 - We're here to help!
- Your co-op term now does not determine your future success
 - Valuable experience to develop transferable skills; learn what you like and what you *don't* like



Q&A

We will stop the recording now!
What questions do you have?



PLEASE SHARE IN THE CHAT:

**What is one thing you'll take away
from this workshop?**

UNIVERSITY OF WATERLOO



Centre for Career Development

YOU+WATERLOO

Our greatest impact happens together.