

NEW UPDATE FOR CO-OP/PD 601

The registration issues for CO-OP 601 should be fixed now and you should be able to self-register in LEARN if you are interested.

If you have any questions or issues, please send an email to pd1@uwaterloo.ca

If you have any technical problems with Waterloo LEARN, please send an email to learnhelp@uwaterloo.ca

HELP! HOW DO I CO-OP? *LEARN THE BASICS*

(GRADUATE PROGRAMS)

Katie Lien
Career Advisor
Centre for Career Action



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 centralized within the Office of Indigenous Relations.

Curious about the land that **you** are on?
<https://native-land.ca/>

WHAT ARE WE TALKING ABOUT TODAY?

- What is co-op?
- Important dates and requirements
- Navigating WaterlooWorks and what to expect in the co-op process
- Options for finding a job
- Rank/Match
- What are my options if I don't find a job?
- Supports & Resources

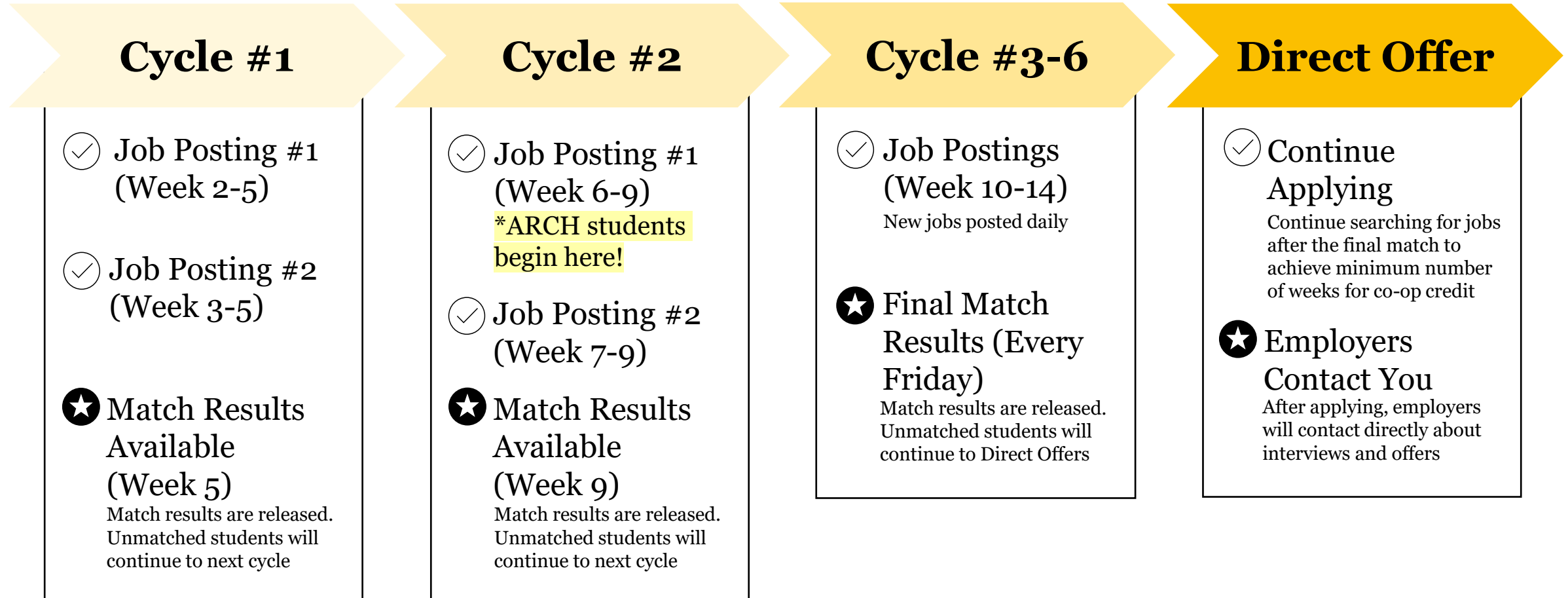
WHAT IS CO-OP?

WHY CO-OP AT WATERLOO?



IMPORTANT DATES AND REQUIREMENTS

IMPORTANT DATES



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

CYCLE 1 - BREAKDOWN

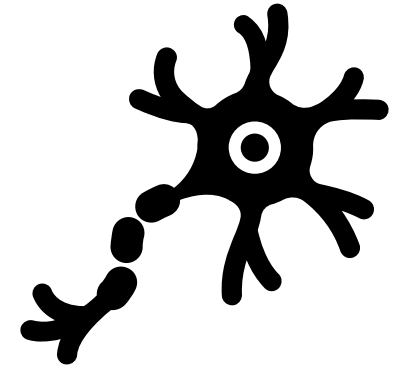
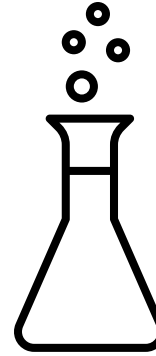
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Term Begins				
Week 2	Job Postings Open				
Week 3		Applications Due			
Week 4	Interview Period				
Week 5	Interview Period			Employer Rankings	Student Rankings → Match Results

YOUR CO-OP REQUIREMENTS

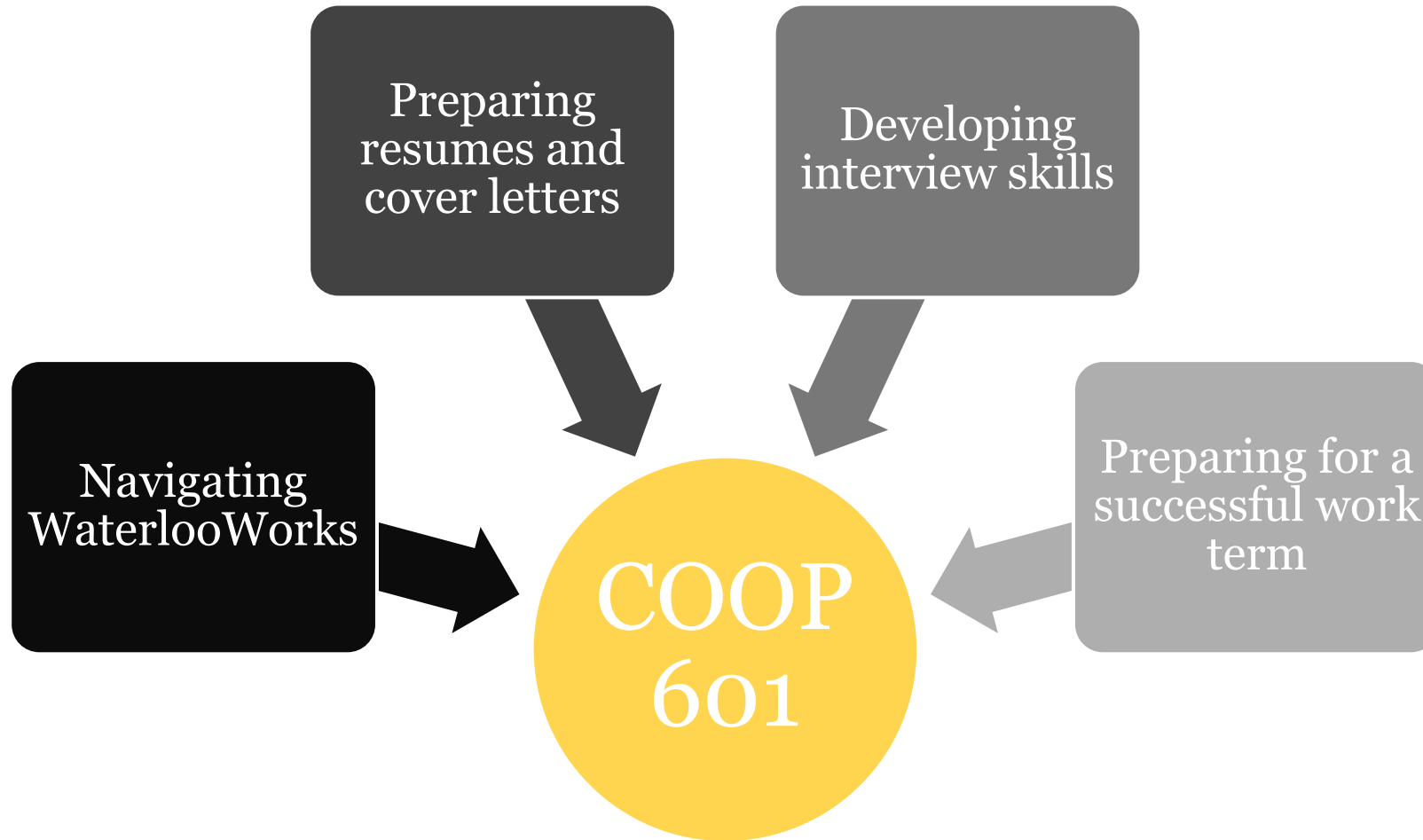
Your co-op requirements are laid out in the graduate studies calendar, similar to your academic requirements.

Requirements may vary by program, so please check in with your Graduate Coordinator for information regarding your degree specifically.

Source: <https://uwaterloo.ca/graduate-studies-academic-calendar/>



YOUR CO-OP PREPARATION COURSE



STANDARD WORK TERM REQUIREMENTS

Requirements	Standard Work Term
Job Type	Single organization/position Related to your academic/career goals Can work as <u>independent contractors</u> if located in Canada
Work Term Length	12-16 weeks
Hours	35-40 hours per week (full-time)
Pay	Must be minimum wage for location or meet <u>unpaid/underpaid guidelines</u>
Supervisor	Must not be supervised by a family member (can work for a family business)
Performance Evaluation	Supervisor must agree to submit a Student Performance Evaluation (SPE)
Job Location	Must adhere to our <u>advisory policy</u> and the University's <u>travel requirements</u>

Note: you must complete all of your work terms under our standard work term guidelines

FIRST STEPS

WATERLOOWORKS DASHBOARD

HOME

Welcome

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

Home My Account My Messages 10 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

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: 2022 - Spring

Student is on a 'Study' Term

Term: 2022 - Fall

Terms and Conditions Accepted

Yes (Click Here to View)

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 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
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"Participating in Job Search" allows for searching on WaterlooWorks and Arranging your Own Job

No upcoming schedules.

SERVICE TEAM

WTS Career Advisors CCA (519-888-4567 x44047)

Co-op Sequence - Summary

Term: 2022 - Spring

Student is on a 'Study' Term

Term: 2022 - Fall

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
- -select--
- Participating In Job Search
- Finding Own Job
- Other

You have indicated that you are participating in job search which provides you with access to online co-op job postings. If you have any questions, contact your Co-op Advisor. Be sure to notify Co-operative Education if your circumstances change in any way.

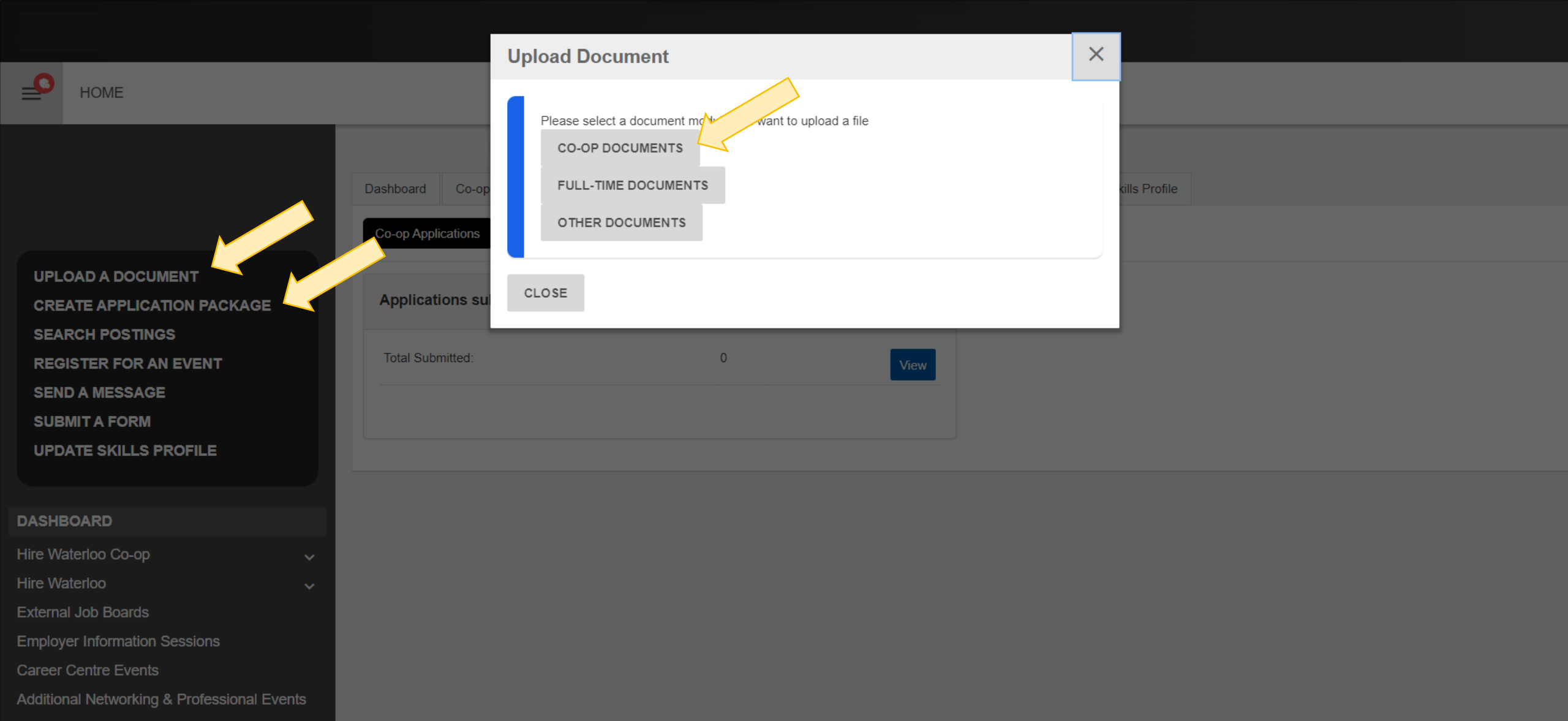
Submit

HOW DO I FIND A JOB?

CREATE AN APPLICATION PACKAGE FOR WATERLOOWORKS

- Cover Letter
- Résumé
- Work Term History (automatically included for you)
- Grade Report (automatically included for you)
- Other – Per Job Posting

CREATING AN APPLICATION PACKAGE



CREATING AN APPLICATION PACKAGE



HOME

Dashboard

HIRE WATERLOO CO-OP

Jobs / Applications

Interviews

Hire Waterloo

External Job Boards

Employer Information Sessions

Career Centre Events

Additional Networking & Professional Events

Appointments

Help

Logout

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 - Job ID - Org



Upload New

Grade Report *

-select existing-



University of Waterloo Co-op Work History *

-select existing-



Optional:

Cover Letter

-select existing-



Upload New

Submit

Upload a document

Grade Report and Co-op Work History documents already updated through Quest

WATERLOOWORKS SUPPORT



For WaterlooWorks help and frequently asked questions

Visit: uwaterloo.ca/co-operative-education/waterlooworks-student-help



In the event of a technical issue with WaterlooWorks:

Contact CEE Hub

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

WHERE TO LOOK

HIREWATERLOO CO-OP JOB BOARD

- Dashboard
- HIRE WATERLOO CO-OP**
- JOBS / APPLICATIONS**
- Interviews
- Hire Waterloo
- External Job Boards
- Employer Information Sessions
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The **Waterloo Co-op** 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](#).

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

Filter by Region

- Atlantic Canada
- ON - Bruce, Grey, Simcoe Region
- ON - Chatham-Kent, Essex, Lambton Regio
- 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

i Saved searches will automatically expire 1 year after creation.

You have no saved searches

HOW TO MAXIMIZE YOUR JOB SEARCH

Advanced search functions:

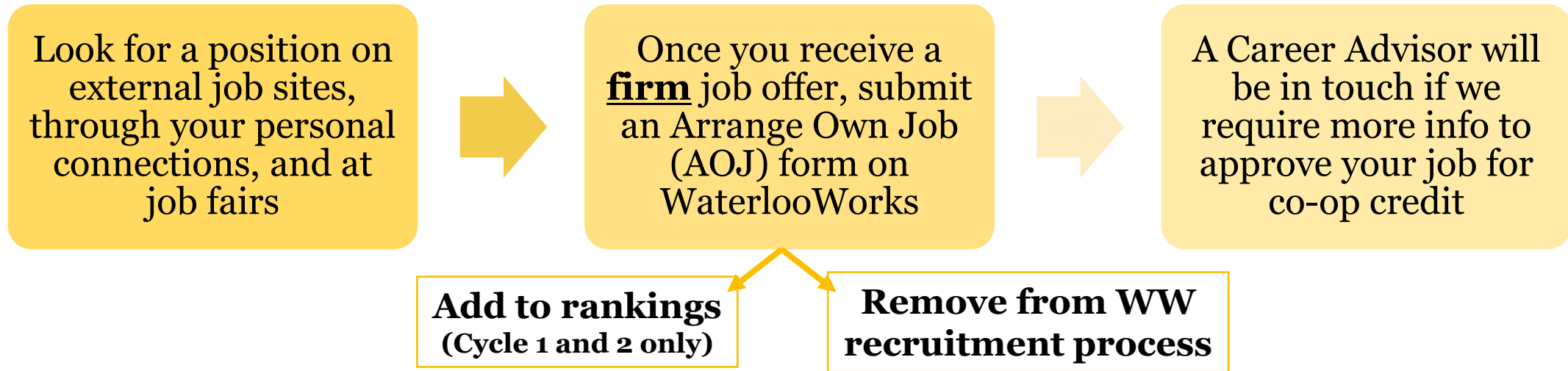
- You can filter jobs by:
 - Location/region
 - Level (junior, intermediate, senior)
 - Work term duration (4- or 8-month work-term)
- In the “Targeted Degrees and Disciplines” section, you can search using thematic clusters or academic clusters.
 - **Thematic clusters** reflect the function of the job
 - **Academic clusters** reflect groupings of our various academic programs
- NOC codes (National Occupation Classification codes are Canada's national system for describing occupations – try adding these in your search criteria to explore more fields and occupations that may interest you)

Keyword tips:

You can search for keywords located anywhere within each job posting by using the “Keyword” search bar.

- Some keywords to try:
 - Skills for your field (e.g., lab sample analysis, clinical trials, data analysis, public policy, etc.)
 - Job categories (e.g., biology, political science, artificial intelligence, physics, etc.)
 - Position titles (e.g., research assistant, policy analyst, data analyst, food technologist)
 - Job IDs (if you happen to already know the specific Job ID)
 - Location (e.g., city, region, province, state, country, postal code)
 - Remote work opportunities that can be completed from any location (try searching for the keyword "remote"!)

ARRANGING YOUR OWN JOB (AOJ)



Attend a co-op consult to learn more about:

- If a job that you are interested in is likely to receive a co-op credit
- What tax credits are available to your prospective employer
- How to provide an employer more information about co-op
- What options are available for you at a particular time

RANK/MATCH

RANKING

- How does the ranking process work?
 - After interviews, employers submit rankings through WaterlooWorks by a certain date/time
 - After that, you'll be able to rank employers by a certain deadline
- In the background:
 - Employers rank you 1-10
 - You rank employers 1-10
 - Algorithm adds together both scores and picks lowest sum for each job
- **What you'll see:** "1" (Offer), "Ranked" (2-10), "Not Ranked" or nothing

RANKING: BEHIND THE SCENES

Just remember, you won't actually see the number the employer has entered!

Student View			
Job	Employer ranking	Student ranking	Ranking result
Job 1	"Ranked" (2)	1	3
Job 2	"1" (Offer)	1	2
Job 3	"Not Ranked"	-	-
Job 4	"Blank - No Information"	-	-

GUARANTEED MATCH!

Student View			
Job	Employer ranking	Student ranking	Ranking result
Job 1	"Ranked" (2)	1	3
Job 2	"1" (Offer)	2	3
Job 3	"Not Ranked"	-	-
Job 4	"Blank - No Information"	-	-

GAMBLE!

RANKING: BEHIND THE SCENES

Employer View			
Job	Employer ranking	Student ranking	Ranking result
Student 1	“1” (Offer)	2	3
Student 2	“Ranked” (2)	1	3
Student 3	“Ranked” (2)	2	4
Student 4	“Ranked” (3)	2	4

POSSIBLE MATCH!

RANKING: BEHIND THE SCENES

Student View			
Job	Employer ranking	Student ranking	Ranking result
Job 1	“Not Ranked”	-	-
Job 2	“1” (Offer)	10	11
Job 3	“Not Ranked”	-	-


Employer View			
Job	Employer ranking	Student ranking	Ranking result
Student 1	“1” (Offer)	10	11
Student 2	“Not Ranked”	-	-
Student 3	“Not Ranked”	-	-
Student 4	“Not Ranked”	-	-

MATCH!

RANKING: WHAT YOU'LL SEE

These rules must be followed for ranking:

- All positions must be ranked (ie: leave none as "Pending").
- A maximum of 3 Not Interested rankings are allowed
- A not interested reason is required for each not interested ranking

(Job ID) Job Title Organization - Division	Employer Ranking	Employer Notes	Ranking Deadline	My Ranking
view 	1		07/12/2022 02:00 PM	Pending 
view 	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 
view 	Ranked		07/12/2022 02:00 PM	Pending 

IMPORTANT TO NOTE

Important! You can submit up to three “**Not Interested**” rankings per term

- Guarantees that you will not be matched with this particular job
- Gives you the opportunity to prioritize other jobs of interest

If you rank a job a 10, you can still be matched with that job!

Remember: co-op advisors are available to help with ranking strategies!

Rank/Match Choose Your Own Adventure!

COMMON QUESTIONS

How many #1's can an employer submit?

An employer can submit as many #1's (offers) as they have openings. For example, if an employer has 5 openings, they can rank 5 students as a #1.

How many #2's, #3's, etc. can an employer submit?

An employer can submit as many #2's, #3's, etc. as they'd like, if they wanted to group subsets of students together.

WHAT IF I DON'T FIND A JOB?

WHAT ARE MY OPTIONS 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 for standard co-op credit is **June 12th** (ending on Sept 1)
- Connect with your Department or Program Graduate Coordinator for what options are available to you
- Work with us before you panic!

SUPPORTS & RESOURCES

CAREER / STUDENT ADVISORS



Help with finding your **first** co-op job

Résumé, Cover Letter,
Interview Prep

Career Planning Advice

Further Education
Planning

PROGRAM GRADUATE COORDINATORS



Co-op Sequence

Course Selection

Co-op Degree Requirements

[Find my advisor](#)

IMMIGRATION CONSULTANTS



Co-op Work Permits

Study Permit

Electronic Travel
Authorization (eTA)

Social Insurance Number

Creating a Bank Account

[Find an Immigration
Consultant](#)

CONTACT US

If you did co-op previously at UW, this will be the same Student Advisor you had before!

For those in the new pilot programs, you will be supported by Zac and Melissa:

- Master of Engineering, Electrical and Computing
- Master of Engineering in Management Science
- Master of Data Science and Artificial Intelligence

For students in all other programs, you will be supported by our Career Advisor team!

HOME

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DASHBOARD

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Today's Webcam

0 Webcam Appointments [View](#)

SERVICE TEAM

WTS	Career Advisors CCA (519-888-4567 x44047)
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Co-op Sequence - Summary

Term: 2022 - Spring

Student is on a 'Study' Term

Questions about academic requirements/policies?

<https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/about/departmentprogram-graduate-co-ordinators>

CO-OP CONSULTS

- Are you being supported by the Career Advisor team and have a co-op question?
- Available on a drop-in basis (no appointment necessary)
 - Virtual hours are:
 - Monday to Friday from 8:30am – 2:30pm EST
 - In-person hours are:
 - Tuesday from 10:30am – 12:30pm EST
 - Wednesday from 12:30pm to 2:30pm EST
- Connect through our [Live Chat](#) or phone 519-888-4047 to speak with CCA Front Desk staff who will put you in touch with a Career Advisor
- If you are being supported by Zac and Melissa (or another Student Advisor), please send them a message on WaterlooWorks to meet and connect

NEXT STEPS



Accept Terms and Conditions in WW



Develop Cover Letter & Resume



Resume critiques, mock interviews



Create Application Packages



Identify any WW Support you Need



Bookmark Important Dates

UNIVERSITY OF WATERLOO



YOU+WATERLOO

Our greatest impact happens together.