

# WELCOME!

How are you feeling?

Share an emoji/gif in the chat.



UNIVERSITY OF  
**WATERLOO**

Centre for Career  
Development

# HELP! HOW DO I CO-OP?

May 13, 2026

Molly Fernhill (she/her) | Career Advisor

Evelina McKee (she/her) | Co-op Advisor



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# 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.*

## **Learn more**

- June 11: Writing Our Stories: Indigenous Authors & Publishers Panel
- [Office of Indigenous Relations website](#)
- [Sign-up for the Seasonal Newsletter](#)



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# 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
- Please keep questions until the end 😊
  - Feel free to message in the Teams chat



# WHAT ARE WE TALKING ABOUT TODAY?



**What to expect in  
the co-op process**



**Options for  
finding a job**



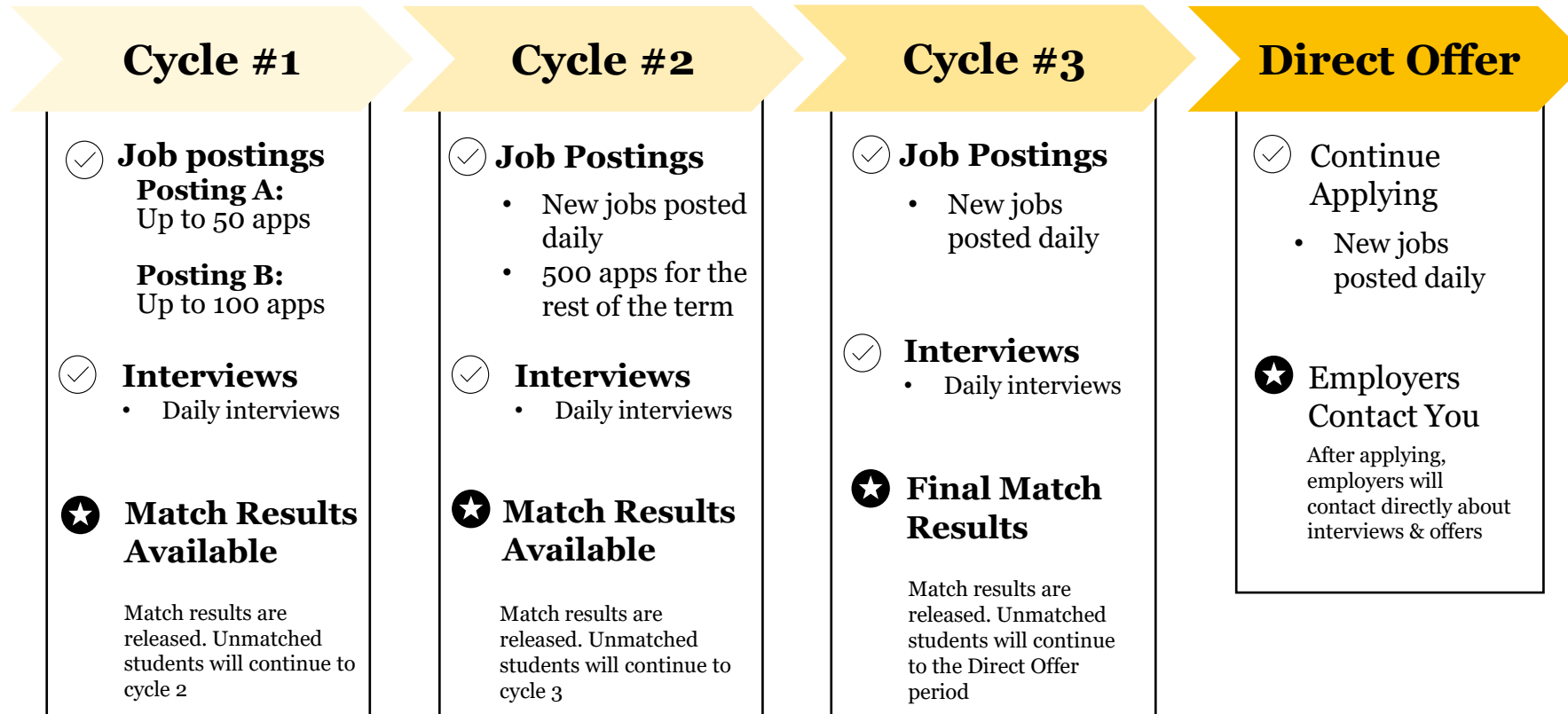
**Where to get  
support**



**Q and A at the  
end**

# IMPORTANT DATES

# IMPORTANT DATES - CO-OP CYCLE OVERVIEW



# IMPORTANT DATES - CYCLE BREAK DOWN

Recruiting schedule for Full-Cycle Service job board

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 A	Submit up to 50 apps	May 9 - 19	May 19 at 9 a.m.	May 22 – June 9	June 10 at 2pm	June 12 at 2 p.m.	June 12 by end of day
Cycle 1 Posting B	Submit up to 100 apps total (includes apps from previous cycle)	May 20 - 26	May 26 at 9 a.m.				
Cycle 2	Submit up to 500 apps total (includes apps from previous cycles)	Starting Jun. 13 new jobs are posted daily	2 business days after the job is posted beginning Jun. 17	June 22 – July 7	July 8 at 2pm	July 10 at 2pm	July 10 by end of day
Cycle 3				July 13 - 21	July 22 at 2pm	July 24 at 2pm	July 24 by end of day

**Direct offers:** Hiring continues following the last match on **July 27**



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# FEELING LIKE THIS IS A LOT? THAT'S OK!

- ✓ Keep track of key dates
- ✓ Check WaterlooWorks regularly
- ✓ It's normal not to get interviews early on
- ✓ This process is about building your skills
- ✓ You have support along the way
- ✓ Use the rank/match practice tool



# FIRST STEPS

HELP! HOW DO I CO-OP?

# WATERLOOWORKS DASHBOARD

- Upload A Document
- Create An Application Package
- Search Jobs
- Register For An Event
- Send A Message
- Submit A Form
- Update Skills Profile

**DASHBOARD**

- Co-op Jobs
- Graduating and Full-Time Jobs
- Contract, Part-Time and Volunteer Jobs
- Work-Study Program Jobs
- External Job Boards
- Employer Information Sessions
- Career Centre Events
- Additional Networking and Professional Events
- Appointments
- Help
- Logout

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

Home My Account My Messages 48 My Forms

### Improvements To Better Serve You

Beginning this fall, we've made improvements to our recruitment cycles to better serve you. There are now three (3) longer cycles each term on the Co-op Full-Cycle Service job board. This means more interview days and time for ranking - [learn about our hiring cycle changes](#).

### Jumpstart Your Co-op Job Search

**Optimize Your Search**

Check out the 'Searching for Jobs' video to level up your job search! Learn how to make the most of the Full-Cycle Service job board by using filters. Plus, there are tips to enhance your keyword searches.

*Posted September 6, 2025*

**Streamline Your Applications**

The 'Applying to Jobs' video breaks down how to apply on the Full-Cycle Service job board. Learn how to upload and set default résumés, answer pre-screening questions and create application packages.

*Posted September 6, 2025*

**New Search and Apply Experience**

Enhancements include a new search layout, 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!

[Learn more about the enhancements](#)

*Posted March 8, 2025*

Check out other videos in the [Co-op and Internship Jumpstart Series!](#)

### New Search and Apply Experience Feedback

We'd greatly appreciate your feedback about the new search and apply design and functionality. Your insights are crucial in helping us improve and deliver a better experience for students.

This survey is intended for gathering feedback and suggestions. Visit the [WaterlooWorks Help](#) website or contact the [CEE Hub](#) if you need assistance.

### TODAY'S WEBCAM APPOINTMENTS AND/OR INTERVIEWS

0 Webcam Appointments [View](#)

### SERVICE TEAM

Co-op Advisor [Book a meeting](#)

[Send A Message](#)

### CO-OP SEQUENCE - SUMMARY

TERM: 2025 - FALL

Student is on a 'Study' Term

TERM: 2026 - WINTER

Terms and Conditio

# 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**

- Co-op Jobs
- 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

Welcome to your WaterlooWorks Dashboard, here you'll find job opportunities for all Waterloo students and alumni.

To search for jobs, select "Search Postings" and view the following job boards:

- Co-op Jobs > Full-Cycle Service
- Co-op Jobs > Employer-Student Direct
- Graduating and Full-Time Jobs
- Contract, Part-Time and Volunteer Jobs

For help with your job search:

- Co-op students: review our [Getting Started](#) webpage.
- All students/alumni: attend [Centre for Career Development](#) appointments, workshops and events.
- All students/alumni: attend "Employer Information Sessions" and "Additional Networking and Professional Events".

Questions?  
Select "Help" from the main menu to connect with the CEE Hub or review the [supports and resources](#) webpage.

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

New Messages

New Messages

Your Upcoming Schedule

No upcoming schedules.

**Exploring all job search options:**  
Allows for both searching on WaterlooWorks and Arranging your Own Job

Today's Webcam Appointments and/or Interviews

0 Webcam Appointments [View](#)

**SERVICE TEAM**

Co-op Advisor

Co-op Sequence - Summary

**TERM: 2026 - WINTER**

**Terms and Conditions Accepted**

Yes ([View Terms and Conditions](#))

To best support you, indicate your intentions for the upcoming work term by selecting one of the following options:

Intention :

- Select-  This field is required.

- Select-
- Exploring all job search options
- Finding Own Job
- Other (Not searching for a job)



# WHERE TO LOOK

# CO-OP JOBS: FULL-CYCLE SERVICE JOB BOARD



**Job Search** Alert Settings

All Jobs 0 Advanced Filters

My Program New Deadline Viewed Targeted Degrees and Disciplines Level Region

[Instructions](#)

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. filters, keywords, targeted degrees and disciplines, advanced filters and sorts). You can also reference [WaterlooWorks Help: Search](#) for additional information.
  - Tip:** Use the [Targeted Degrees and Disciplines](#) filter 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 and Experiential 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 Full-Cycle Service job board, contact your co-op advisor. Learn more about how you can [protect yourself from job posting scams](#).

**Keyword**

Enter a keyword, job title, job ID, etc.

## Resource: Co-op and Internship Jumpstart Series – Searching for Jobs in WaterlooWorks



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# CO-OP JOBS: EMPLOYER-STUDENT DIRECT JOB BOARD

## Employer-Student Direct Job Board

Use this job board to apply for opportunities outside of our [hiring cycles](#). Benefits include:

- Jobs are pre-approved for co-op credit.
- Apply, interview and accept offers directly on an employer-driven timeline.
- Apply to jobs that are continuously posted throughout the term.
- Secure a co-op position before the recruiting term for your scheduled work term.
- Simulate a post-graduation job search.

If opportunities on this job board do not align with your work term sequence, you'll need a [sequence change](#). If you receive a direct offer from an employer, submit an employer-student direct form for co-op credit through WaterlooWorks.

[View Employer-Student Direct Job Board](#)

Please note students are encouraged to consider opportunities on all jobs boards.



# CONTRACT, PART-TIME AND VOLUNTEER JOBS

- Co-op Jobs
- Graduating and Full-Time Jobs
- CONTRACT, PART-TIME AND VOLUNTEER JOBS**
- JOBS / APPLICATIONS**
- External Job Boards
- Employer Information Sessions
- Career Centre Events
- Additional Networking and Professional Events

My Program  New ▾ Deadline ▾ Viewed ▾ Targeted Degrees and Disciplines ▾ Region ▾

## [Instructions](#)

The Contract, Part-Time and Volunteer job board contains opportunities for all students (co-op and regular) and alumni, including part-time, summer, volunteer, internship and other positions.

If you accept a job through this board, you understand the relationship is solely between you and the company or person from which you accepted the job. The University is not a party to this relationship, nor will the University be responsible for any harms (e.g. failure to receive pay, workplace injury, etc.) that may occur due to this job.

Please note that while many companies may engage you as an employee, some may engage you through an independent contractor relationship. These jobs could be eligible for flexible co-op credit through the [Arrange Own Job](#) process or as an EDGE [work/community experience](#).

# EXTERNAL JOB BOARDS ON WATERLOOWORKS

- Dashboard
- Co-op Jobs
- Graduating and Full-Time Jobs
- Contract, Part-Time and Volunteer Jobs

## EXTERNAL JOB BOARDS

- Employer Information Sessions
- Career Centre Events
- Additional Networking and Professional Events
- Appointments
- Help
- Logout

## External Job Boards

The following links are for external job postings sites outside of WaterlooWorks. Use these job posting sites when searching for co-op, full-time, summer, part-time jobs, etc., alongside the job boards available to you in WaterlooWorks.

The University of Waterloo has not reviewed any of the job postings on these boards for quality. Students must apply according to the directions on the job postings - not via WaterlooWorks. Exercise caution and sound judgment when responding to any job posting, even after you have accepted a job.

Learn more about [protecting yourself from job postings scams](#).

### Co-op Students

If you find a job through an external job board, contact your co-op advisor and follow the [Arrange Own Job \(AOJ\)](#) process to determine if the job is eligible for co-op credit.

### Campus Connect

A government-funded job board that houses a variety of opportunities including internships, co-op, entrepreneurship, volunteer positions, and others.

### Canada Council for the Arts

Canada Council for the Arts is Canada's public arts funder, with a mandate to foster and promote the study and enjoyment of, and the production of works in, the arts.



# **HOW DO I APPLY TO JOBS ON WATERLOOWORKS?**

# APPLICATION PACKAGE FOR WATERLOOWORKS

- ❑ **Co-op Work History** (automatically generated)
- ❑ **Cover Letter**
- ❑ **Résumé**
- ❑ **Unofficial Grade Report** (automatically generated)
- ❑ **Other (varies per job posting)**



# UPLOAD DOCUMENTS / CREATE APPLICATION PACKAGE



Welcome

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

Co-op Full-Cycle Service Documents Graduating and Full-Time Documents Contract, Part-Time and Volunteer Documents

DOCUMENTS CREATED IN:  
Last 30 Days

Cover Letter	0	View
Grade Report	1	View
Other - Per Job Posting	0	View
Résumé	0	View
University of Waterloo Co-op Work History	1	View
Application Packages	0	View

YOUR DEFAULT DOCUMENTS

Résumé (2025default)	Download	Quick View	Update Default
Résumé	Upload Default	Set Default	
Application Package		Set Default	

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!

- [Applying to Job in WaterlooWorks](#)
- [WW Help: Apply for jobs](#)



# WATERLOOWORKS SUPPORT



For WaterlooWorks help and frequently asked questions:

Visit Co-operative Education – [WaterlooWorks help webpage](#)



[Co-op and Internship Jumpstart Series](#)



In the event of a technical issue with WaterlooWorks:



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# 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, or attend a Career Fair  
(September 23: [P4E Job Fair](#))



Once you receive a **firm** job offer, submit an Arrange Own Job (AOJ) form on WaterlooWorks



A co-op staff 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 or 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. 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

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# 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	Job Location	Salary	Per	Currency	Employer Ranking	Employer Notes	Ranking Deadline	My Ranking
<a href="#">View ▾</a> (ID 1) Title A Company A	Toronto, ON	3750.00	Monthly	CAD	1	Your previous work experience and skillset would be such a wonderful asset to our team!	07/18/2025 11:00 AM	Pending ▾
<a href="#">View ▾</a> (ID 2) Title B Company B				CAD	1		07/18/2025 11:00 AM	Pending ▾
<a href="#">View ▾</a> (ID 3) Title C Company C	Remote	23.07	Hourly	CAD	Ranked		07/18/2025 11:00 AM	Pending ▾
<a href="#">View ▾</a> (ID 4) Title D Company D					Not Ranked	Thanks so much for taking the time to interview with us! While we are looking for a candidate with a different skillset, we really enjoyed getting to know you, and we encourage you to apply to our postings again next term.	07/18/2025 11:00 AM	Not Ranked ▾

# 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 **10 "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? Connect with your co-op advisor 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](#).
- [Resource: Co-op Jumpstart Series](#) | [Rank Match](#)



# COMMON QUESTIONS:

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



The background is a solid yellow color. It features several thick, colorful geometric shapes: a red L-shaped bar in the top left; a light purple L-shaped bar below it; a light purple horizontal bar at the bottom left; a teal horizontal bar at the bottom center; a light purple diagonal bar on the right side; a dark blue curved bar on the right side; and a red vertical bar at the bottom right.

# 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. Check [Important Dates page](#):
  - Last day to start work for a [Standard](#) co-op credit for **Fall 2026 work term**: October 5, 2026
  - Last day to start work for a [Flexible](#) co-op credit for **Fall 2026 work term**: November 2, 2026
- Explore [WEAccelerate](#): Opt-in program (for UG +1<sup>st</sup> WT) to gain flexible co-op credit & gain industry experience
- Minimum degree requirements = sequence buffer (you can typically 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!



The background is a solid yellow color. It features several abstract geometric shapes and lines in various colors: a red L-shaped bar in the top left, a light purple L-shaped bar below it, a teal horizontal bar at the bottom, a blue curved line on the right side, and a red vertical bar at the bottom right. The text 'SUPPORTS & RESOURCES' is centered in a bold, black, sans-serif font.

# SUPPORTS & RESOURCES

# 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

[Find my Academic Advisor](#)

## CO-OP ADVISORS



Co-op & WaterlooWorks

Arranging your own Job

Finding Opportunities  
(jobs, volunteer, etc.)

[Connect on  
WaterlooWorks](#)



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# Co-op Questions? See: Your Co-op Advisor

## Send a message

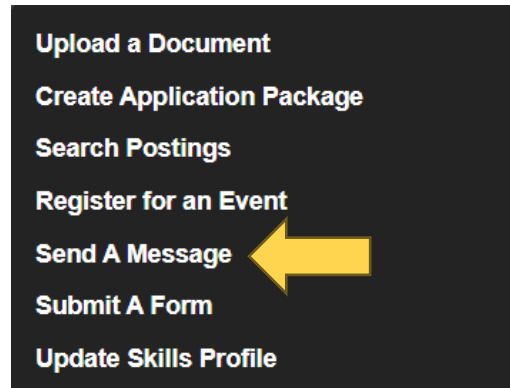
- “Send a message” on WaterlooWorks

## Book a meeting

- Select the “Book a meeting” link on WaterlooWorks

## Call

- Call them at the phone number on WaterlooWorks



# OTHER SUPPORTS

## Co-op embedded Counsellors



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

[Find a Co-op Counsellor](#)

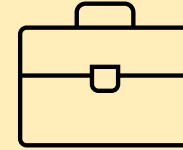
## Immigration Consultants



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

[Find a Consultant](#)

## Int'l Employment Specialists



- Working abroad
- 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 WaterlooWorks



Create Application Packages



Bookmark Important Dates

# Q & A

We will stop the recording now!  
Feel free to send us a message.



# THANK YOU FOR JOINING! 😊

## Still have questions?

Send your co-op advisor a message in WW  
and/or

Contact the [Centre for Career Development!](#)



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