

CFE Refresher Checklist

This checklist is designed to help you prepare for your upcoming recruitment term. For more information on the below items, refer back to your CFE course or discuss your options with a Career Advisor through a co-op consult.

Stay on top of the recruitment term

- Understand your recruitment term
- Bookmark the [Important Dates](#) page and set reminders to check it often if needed
 - **Tip:** Add key cycle dates/times directly in your calendar

WaterlooWorks

- Log into [WaterlooWorks](#) and [accept the terms and conditions](#) in order to view the job postings
- Familiarize yourself with your dashboard and its functions
- Bookmark and use the [WaterlooWorks Help](#) website for support

Note the different supports and services available to you

- Bookmark the different supports noted
 - [Send message in WaterlooWorks to Career/Co-op Advisors](#)
 - Attend a 15-minute co-op consult via [Live Chat](#). Available on a drop-in basis (no appointment necessary) 8:30 a.m. - 2:30 p.m., EST Monday to Friday.
 - Attend a resume [appointment](#) in WaterlooWorks for support with your resume, cover letter, interview skills, career exploration and more
 - Attend a [workshop](#) on a variety of co-op and career related topics
 - Review the content on CFE and [CareerHub](#)
 - [Day-of interview concerns?](#) Call 519-888-4026
 - Mental health support available through [counselling services](#), [Here 24/7](#) or [EmpowerMe](#) for multilingual support
- Decide which might be helpful for you to utilize this cycle

Next steps

- Job searching: Learn how to apply externally and on WaterlooWorks job boards
 - Arrange Own Job (AOJ)
 - AOJ process steps – [see chart on this webpage](#)

- Standard vs Flexible work term requirements – [see chart on this webpage](#)
 - How to submit a form in WaterlooWorks – [see process here](#)
- WaterlooWorks Job Boards
 - [Searching for jobs in WaterlooWorks](#)
 - [Steps for applying to jobs in WaterlooWorks](#)
- Get your resume and cover letters ready
 - See the supports section above for appointment and other options
- Prepare for interviews
 - [What to do when you get an interview, have conflicts or need help](#)
- Understand rank/match
 - [Information from our website](#)
 - [Rank/Match Simulation](#)
- Revisit CFE content for specific information as needed
- Check your school email and WaterlooWorks messages daily for important updates, interview details, rank/match process updates, and more