

HELP! HOW DO I CO-OP?

January 9, 2025

Anupama Aery (she/her)
Career Advisor
Centre for Career Development



UNIVERSITY OF
WATERLOO

Centre for Career
Development



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.

Join the Office of Indigenous Relations (OIR) at UW as they celebrate their 4th anniversary!

Office of Indigenous Relations Anniversary Celebration Open House

Mon. Jan. 13th 1-4pm at East Campus 5, 305 Philip St., OIR – 4th floor, 4201

[Office of Indigenous Relations website](#)

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?

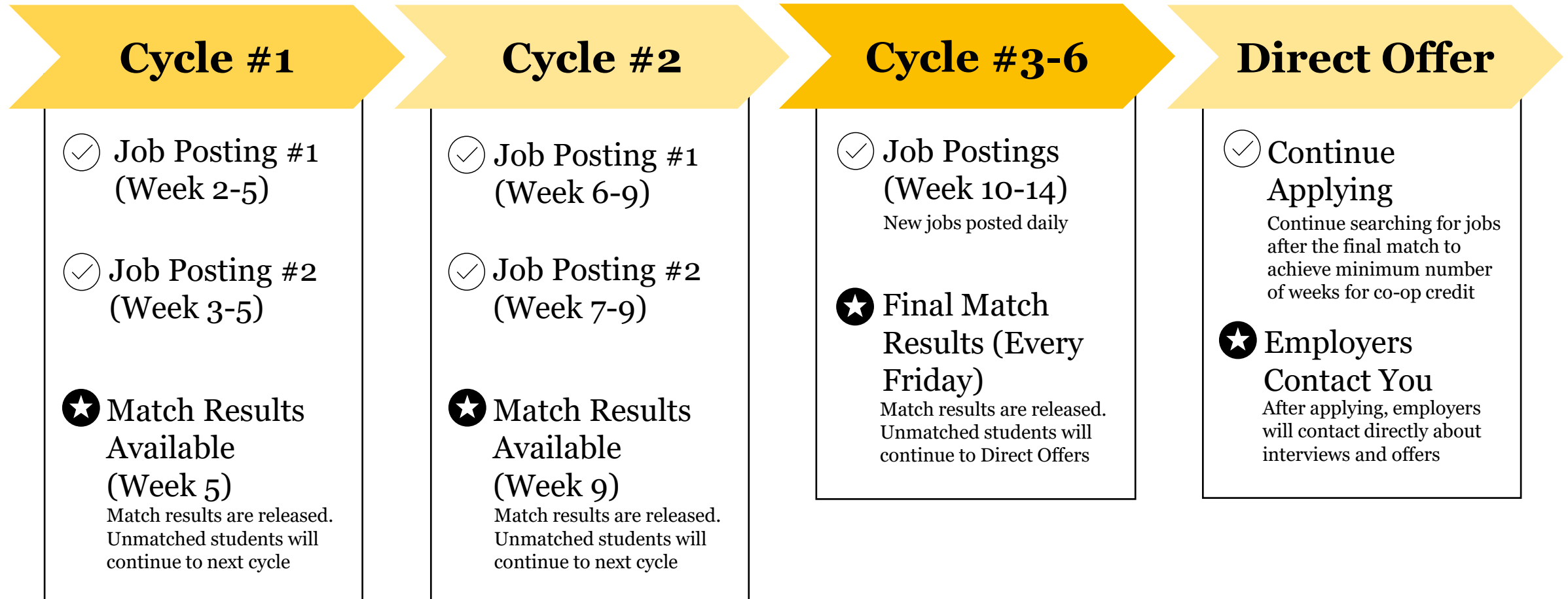
- What to expect in the co-op process
 - Options for finding a job
 - Where to get support
-

Q&A (AT THE END)



IMPORTANT DATES

IMPORTANT DATES



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



CYCLE #1 - BREAK DOWN

<i>Cycle</i>	<i>Number of apps you can submit</i>	<i>Job postings open</i>	<i>Job postings close (ET)</i>	<i>Interview period</i>	<i>Employer rankings available (ET)</i>	<i>Student rankings due (ET)</i>	<i>Match results available (ET)</i>
<i>Cycle 1 Posting 1</i>	Submit up to 50 apps	Jan 4 - 14	Jan. 14 at 9 a.m.	Jan. 20 - Feb. 5	Feb. 6 at 2 p.m.	Feb. 7 at 2 p.m.	Feb. 7 by end of day
<i>Cycle 1 Posting 2</i>	Submit up to 100 apps total (includes apps from previous cycle)	Jan. 15 - 21	Jan. 21 at 9 a.m.	Jan. 20 - Feb. 5	Feb. 6 at 2 p.m.	Feb. 7 at 2 p.m.	Feb. 7 by end of day



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FIRST STEPS

WATERLOOWORKS DASHBOARD

The screenshot shows the WaterlooWorks Dashboard interface. A dark sidebar on the left contains a navigation menu with the following items: 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, and Logout. The top navigation bar includes links for Dashboard, Co-op, Documents, Postings / Applications, Interviews, Appointments, Events, Skills Profile, and Rankings. Below this, a secondary navigation bar has links for Home, My Account, My Messages (with a notification badge of 3), and My Forms. The main content area features a welcome message, a list of job boards to search for, and help resources. On the right, there are sections for 'Today's Webcam Appointments and/or Interviews' (showing 0 appointments), a 'SERVICE TEAM' section with a 'Co-op Advisor' contact card (including a phone number and a 'Book a meeting' button), and a 'Co-op Sequence - Summary' section with a 'Student is on a 'Study' Term' notification.

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

Home My Account My Messages 3 My Forms

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 3

Today's Webcam Appointments and/or Interviews

0 Webcam Appointments [View](#)

SERVICE TEAM

Co-op Advisor [Redacted] 519-888-4567 [Redacted] [Book a meeting](#)

Co-op Sequence - Summary

Term: 2024 - Fall

Student is on a 'Study' Term

Term: 2025 - Winter

Terms and Conditions Accepted

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
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Questions?

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

Remember to read the [policies](#) and [academic integrity](#) page.

Participating in job search:
Allows for both searching on WaterlooWorks and Arranging your Own Job

New Message

Your Upcoming Schedule

No upcoming schedules.

Today's Webcam Appointments and/or Interviews

0 Webcam Appointments [View](#)

SERVICE TEAM

Co-op Advisor (519-888-4567 x456) [Book a meeting](#)

Co-op Sequence - Summary

Term: 2024 - Fall

Student is on a 'Study' Term

Term: 2025 - Winter

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 :

WHERE TO LOOK

CO-OP JOBS: EMPLOYER-STUDENT DIRECT JOB BOARD

- Dashboard
- CO-OP JOBS
 - Full-Cycle Service
 - EMPLOYER-STUDENT DIRECT**
 - JOBS
 - Applications
- 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

The Employer-Student Direct 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.
- If you are hired to a job posting from this board, you will need to follow the [Employer-Student Direct](#) process.
- Curious about where other co-op students have worked in the past? Check out our [Where co-op students work](#) dashboard.

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 Co-op Jobs > Employer-Student Direct 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 Auditing
- Theme - Agricultural and Food Sciences
- Theme - Architecture and Design
- Theme - Business Administration
- Theme - Computing: Hardware Developme

Clear

Filter by Level

- Junior
- Intermediate
- Senior

Clear

Search

- or -

[Advanced Search](#)

QUICK SEARCHES:

160 All Jobs

64 For My Program

0 Applied To

Shortlist

MY SAVED SEARCHES

Saved searches will automatically expire 1 year after creation.

You have no saved searches



CONTRACT, PART-TIME AND VOLUNTEER JOBS

- Dashboard
- 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 & Professional Events
- Appointments
- Help
- Logout

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. These jobs could be eligible for flexible co-op credit through the [Arrange Own Job](#) process or as an [EDGE work/community experience](#).

Co-op students:

- Review [how to search for jobs on WaterlooWorks](#) using various search techniques (e.g., quick search, keywords, clusters, advanced search and various filters/sorts). You can also reference [WaterlooWorks Help: Search](#) for additional information.
 - Tip:** Try using the "Potential Co-op Opportunity" quick search for jobs that could be eligible for co-op credit.
 - 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.
- 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](#).
- If you find a job through this job board, contact your co-op advisor and follow the [Arrange Own Job](#) process to determine if the job is eligible for co-op credit.

EDGE students:

- If you find a job through this job board, contact the [EDGE Team](#) to determine if the job is an eligible [work/community experience](#).

Note: Though job postings are reviewed by Co-operative Education to ensure they are legitimate, it can sometimes be difficult to catch postings that contain fraudulent information. Please exercise caution and sound judgement when responding to any job posting, even after you have accepted a job. If you have questions or concerns about a job on the Contract, Part-Time and Volunteer board, contact the [CEE Hub](#). Learn more about how you can [protect yourself from job posting scams](#).

Filter by Keyword

Filter by Location

- 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 Auditing
- Theme - Agricultural and Food Sciences
- Theme - Architecture and Design
- Theme - Business Administration
- Theme - Computing: Hardware Developme

Clear

Search

- or -

[Advanced Search](#)

QUICK SEARCHES:

39 Contract/Temp

Part-time/Casual

MY SAVED SEARCHES

Saved searches will automatically expire 1 year after creation.



EXTERNAL JOB BOARDS ON WATERLOOWORKS



- HOME
- CO-OP
- DOCUMENTS
- POSTINGS / APPLICATIONS
- INTERVIEWS
- RANKINGS
- APPOINTMENTS
- EVENTS
- 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



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.

Canadian Mobility and Aerospace Institute: The Spot

A Canada-wide organization that coordinates the delivery of Work-Integrated Life-Long Learning (WILL) opportunities in the transportation (land and marine) and aerospace industries to post-secondary institutions.

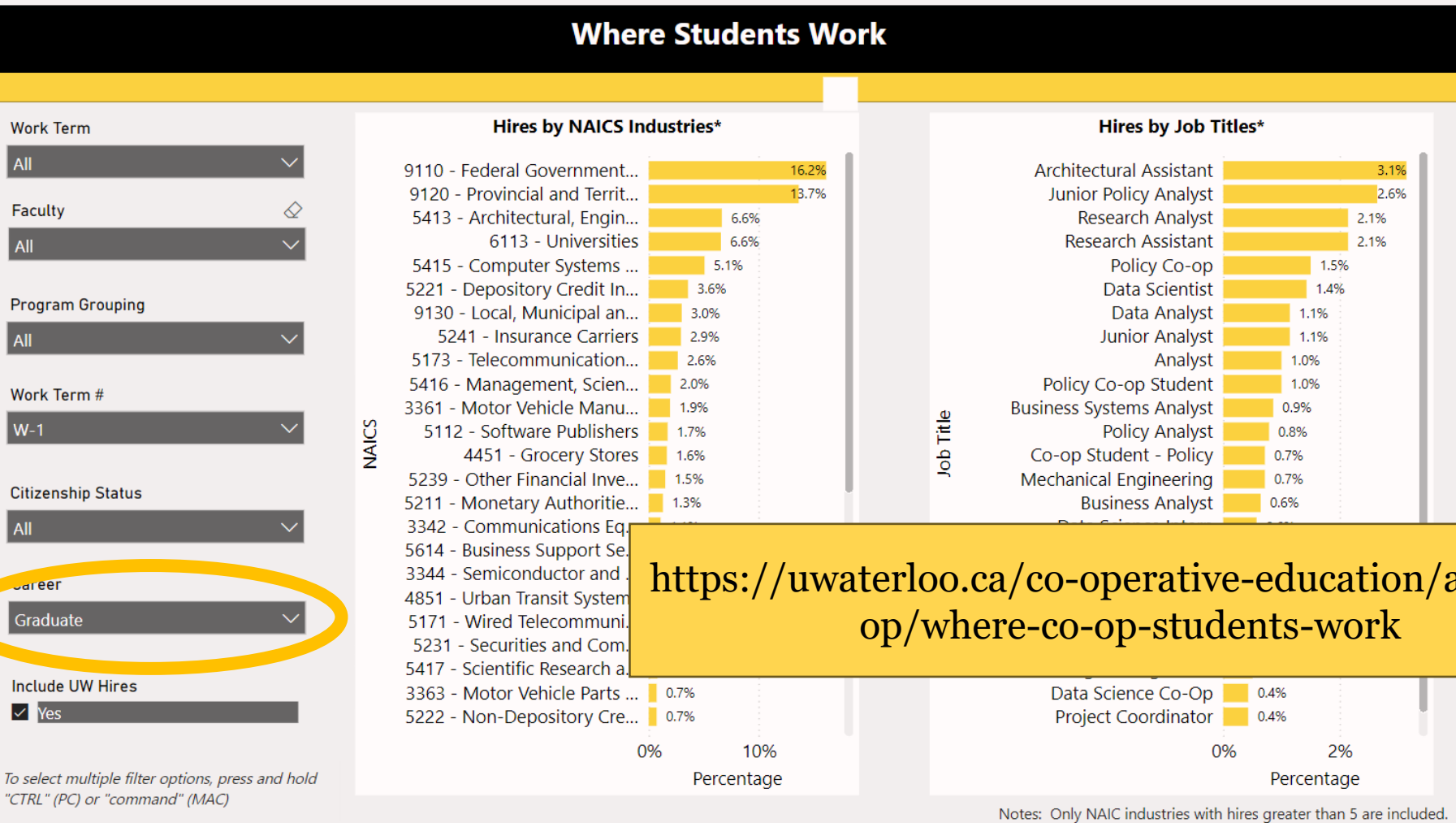
WHICH JOBS TO APPLY TO

WHERE CO-OP STUDENTS WORK

Employment Summary

Where Students Work

Where students work - ...



<https://uwaterloo.ca/co-operative-education/about-co-op/where-co-op-students-work>



LINKED IN: UNIVERSITY OF WATERLOO - ALUMNI SEARCH

The image shows a screenshot of the LinkedIn profile for the University of Waterloo, specifically the Alumni search section. The page is annotated with yellow circles and a rectangle. The University of Waterloo name is circled in yellow. The 'Alumni' tab in the navigation bar is also circled in yellow. A search bar for alumni is highlighted with a yellow rectangle. Below the search bar, there are filters for 'Start year' (1900) and 'End year' (2024). At the bottom, there are sections for 'Where they work' and 'Where they live', each with a '+ Add' button.

LinkedIn navigation: Home, My Network, Jobs, Messaging

University of Waterloo (verified)

Higher Education · Waterloo, Ontario · 347K followers · 192K alumni

Following, Invite

Home, My Employer, About, Posts, Jobs, **Alumni**

192,007 alumni

Search alumni by title, keyword or company

Start year: 1900, End year: 2024

Where they work + Add, Where they live + Add



HOW DO I APPLY TO JOBS ON WATERLOOWORKS?

APPLICATION PACKAGE FOR WATERLOOWORKS

- ❑ **Résumé**
- ❑ **Work Term History** (automatically included for you)
- ❑ **Grade Report** (automatically included for you)
- ❑ **Cover Letter**
- ❑ **Other – Per Job Posting**
(i.e. writing sample, portfolio, references, etc.)



UPLOAD DOCUMENTS / CREATE APPLICATION PACKAGE

The screenshot displays the WaterlooWorks dashboard interface. On the left, a dark sidebar contains navigation options: 'Upload a Document', 'Create Application Package', 'Search Postings', 'Register for an Event', 'Send A Message', 'Submit A Form', and 'Update Skills Profile'. Two yellow arrows point to 'Upload a Document' and 'Create Application Package'. The main content area shows a 'Create Application Package' modal window with the text: 'PLEASE SELECT A DOCUMENT MODULE YOU WANT TO CREATE AN APPLICATION PACKAGE FOR'. Below this text are three buttons: 'Co-op Documents', 'Full-time Documents', and 'Other Documents'. A yellow arrow points to the 'Co-op Documents' button. The background shows the dashboard's navigation tabs (Dashboard, Co-op, Documents, Postings / App) and a list of announcements and job search tips.



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!



CREATE APPLICATION PACKAGE

PACKAGE REQUIREMENTS

You must have documents of the following types:

Résumé
Grade Report
University of Waterloo Co-op Work History

Package Name *

This field is required.

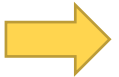
Required:

Résumé *

Resume



Upload New



Grade Report *

-select existing-



This field is required.

University of Waterloo Co-op Work History *

-select existing-



Optional:

Cover Letter

-select existing-



Upload New

Other - Per Job Posting

-select existing-



Upload New

Submit

Upload a document

- **Grade Report and Co-op Work History:** automatically updated through Quest (simply select them from the drop-down menu)!
- Follow these step-by step guides:
 - Five steps for applying to jobs in WaterlooWorks
 - How to: upload application documents



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Development

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:

Contact CEE Hub

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



UNIVERSITY OF
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Centre for Career
Development

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 \(i.e. P4E\)](#)



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. [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

<i>Cycle</i>	<i>Number of apps you can submit</i>	<i>Job postings open</i>	<i>Job postings close (ET)</i>	<i>Interview period</i>	<i>Employer rankings available (ET)</i>	<i>Student rankings due (ET)</i>	<i>Match results available (ET)</i>
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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)

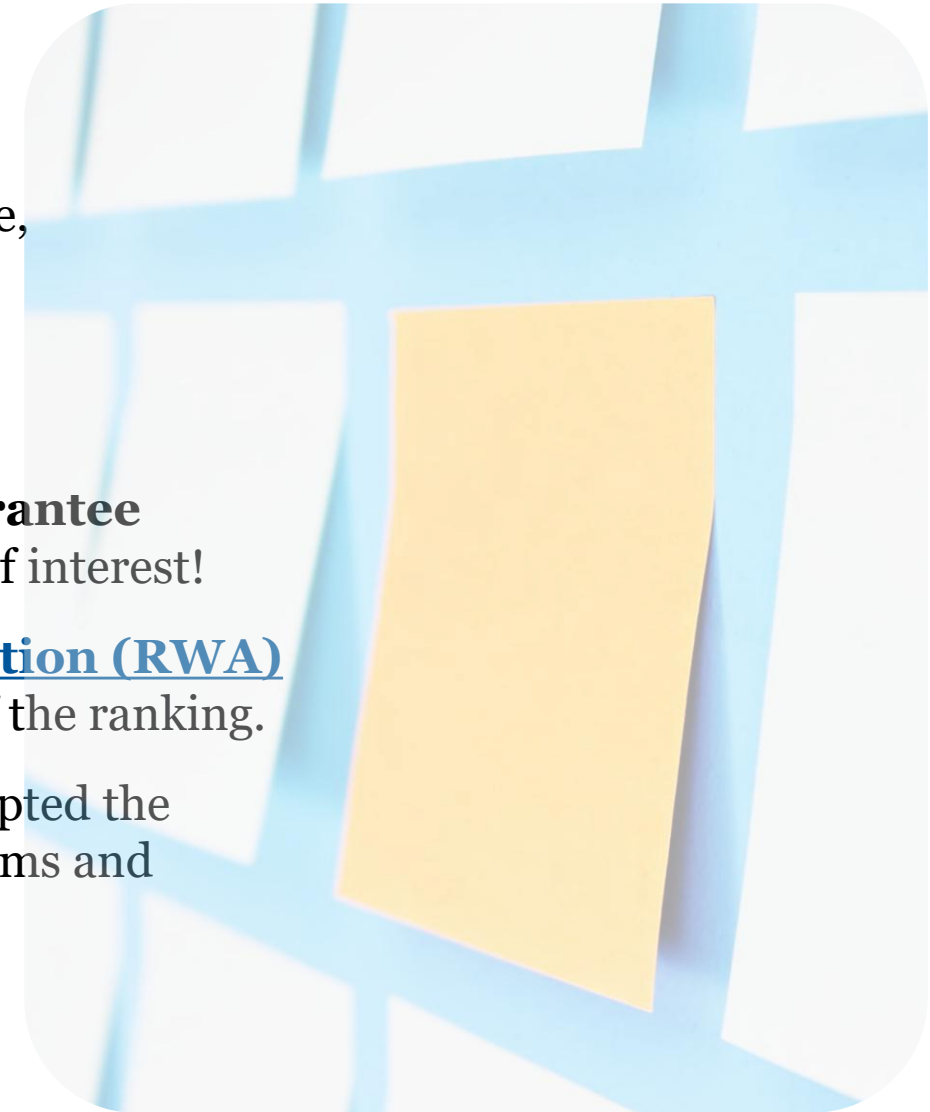
Rankings Explained:

- 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	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

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 **5 "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 – submit a [Request to Withdraw Application \(RWA\)](#) form 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!



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.
 - Last day to start work for a **Standard** co-op credit for **Winter 2025 work** term: February 10, 2025
 - Suggested Work term dates for **Spring 2025 work** term are: May 5th – August 22nd
- Work with us before you panic!
- Consult with your faculty/program coordinator for options
- **[Resource: Co-op Jumpstart Series](#)**
[Work Term Requirements for undergraduate co-op students](#)
- For Graduate students: **[WIL 601: Career Foundations for Work-Integrated Learning](#)**





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](#)

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

Send a message

- “Send a message” on WaterlooWorks

Book a meeting

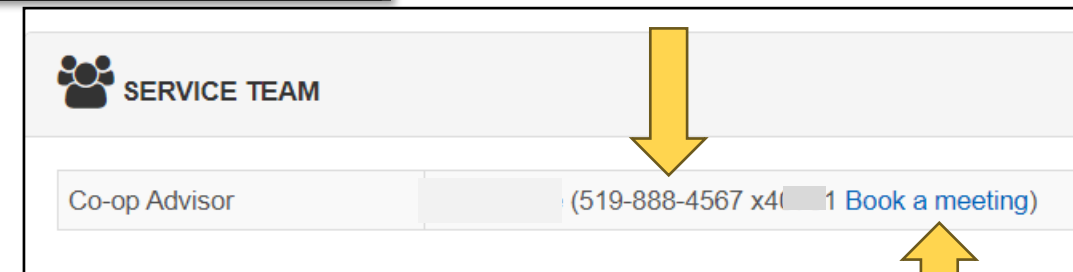
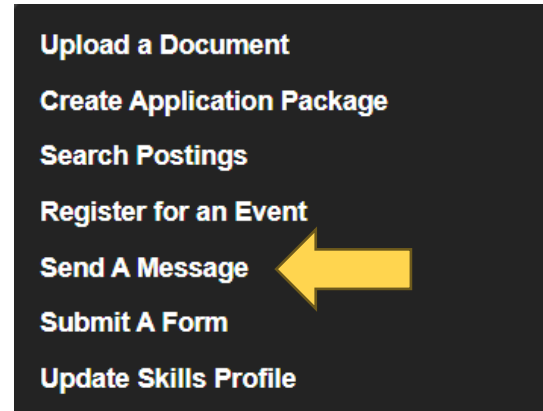
- Select the “Book a meeting” link on WaterlooWorks

Call

- Call them at the phone number on WaterlooWorks

Drop-in

- Virtual office hours (2-3 p.m. ET on Mon – Fri)



For students in **M.ENG ECE or MDSAI**,
your Grad Co-op Advisor is:

- **Zachary (Zac) Mercer**
- zmercerc@uwaterloo.ca
- 519-888-4567 x41832

For students in **MMSc and MCC**,
your Grad Co-op Advisor is:

- **Chantal Godin**
- cgodin@uwaterloo.ca
- 519-888-4567 ext. 41216

OTHER SUPPORTS

Co-op embedded Counsellors



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

[Find a Co-op Counsellor](#)

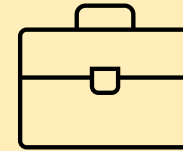
Immigration Consultants



- 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
- 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](#)

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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