

# HELP! HOW DO I CO-OP (ENVIRONMENT)

Winter 2026

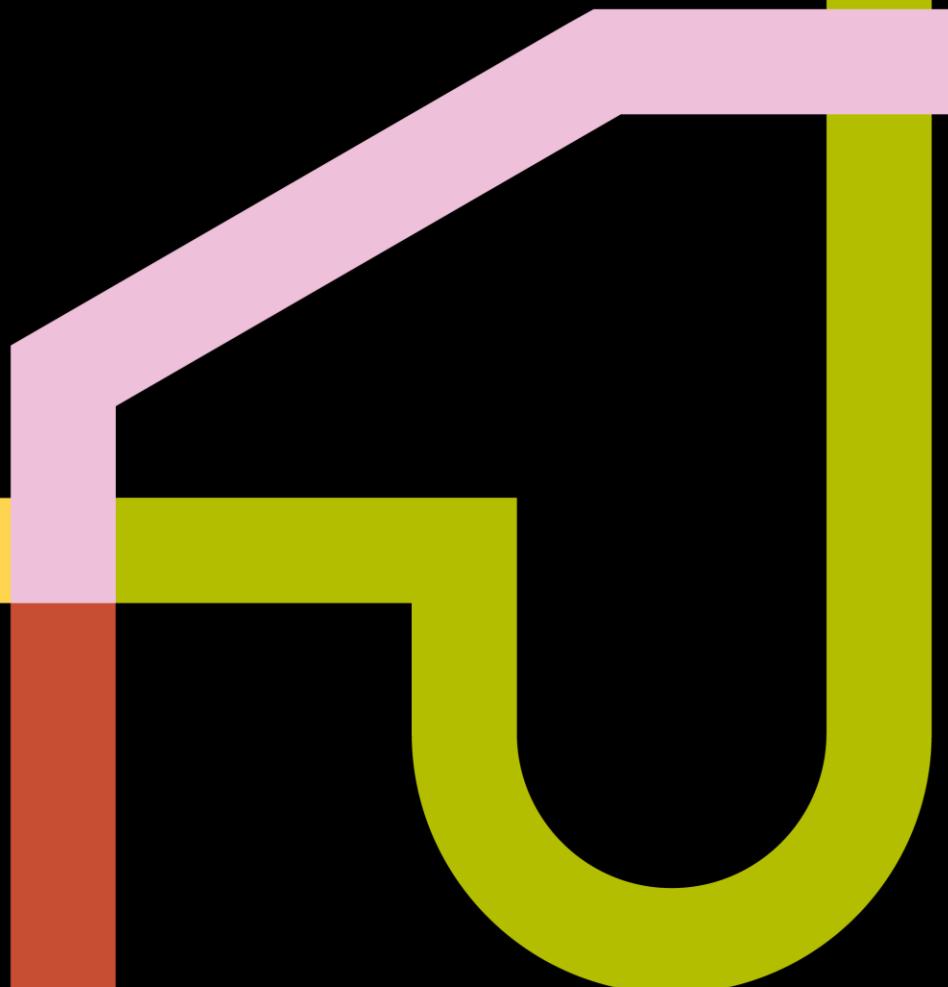
Tiffany Chen (She/her)

Career Advisor, Undergraduate Students

Centre for Career Development



Centre for Career  
Development



# Territorial Acknowledgement

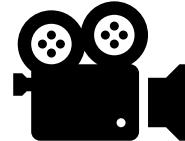
*The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. 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: Stay Connected with our Seasonal Newsletter**

# 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 ☺



# WHAT ARE WE TALKING ABOUT TODAY?



- Co-op Important Dates & Co-op requirements
  - Standard vs flexible work terms
- Searching for work
  - WaterlooWorks & JADA
  - Arrange your own job (AOJ)
  - Working in Planning
- Supports and resources
  - Faculty of Environment LEARN community
  - Centre for Career Development (CCD) Events
- Q&A

# KEY DATES & CO-OP REQUIREMENTS

# IMPORTANT DATES - CO-OP CYCLE OVERVIEW

## Cycle #1

- Job postings**  
**Posting A:**  
Up to 50 apps

- Posting B:**  
Up to 100 apps

- Interviews**
  - Daily interviews

- Match Results Available**

Match results are released. Unmatched students will continue to cycle 2

## Cycle #2

- Job Postings**
  - New jobs posted daily
  - 500 apps for the rest of the term

- Interviews**
  - Daily interviews

- Match Results Available**

Match results are released. Unmatched students will continue to cycle 3

## Cycle #3

- Job Postings**
  - New jobs posted daily

- Interviews**
  - Daily interviews

- Final Match Results**

Match results are released. Unmatched students will continue to the Direct Offer period

## Direct Offer

- Continue Applying
  - New jobs posted daily

- Employers Contact You**

After applying, employers will contact directly about interviews & offers

# 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	Jan. 10 - 20	Jan. 20 at 9 a.m.	Jan. 23 - Feb. 10	Feb. 11 at 2 p.m.	Feb. 13 at 2 p.m.	Feb. 13 by end of day
Cycle 1 Posting B	Submit up to 100 apps total (includes apps from previous cycle)	Jan. 21 - 27	Jan. 27 at 9 a.m.				
Cycle 2	Submit up to 500 apps total (includes apps from previous cycles)	Starting Feb. 14 New jobs are posted daily	Jobs posted between Feb. 14 - 22 (Reading Week) will close Feb. 25 at 9 a.m.	Mar. 2 - 17	Mar. 18 at 2 p.m.	Mar. 20 at 2 p.m.	Mar. 20 by end of day
Cycle 3			Jobs posted after Feb. 22 will close at 9 a.m., 2 business days after the job is posted	Mar. 24 - 30	Mar. 31 at 2 p.m.	Apr. 2 at 2 p.m.	Apr. 2 by end of day

**Direct offers:** Hiring continues following the last match on **April 6**

**Co-op Page:** Rank/Match information

**Co-op and Internship Jumpstart Series:** Rank and Match

# STANDARD VS. FLEXIBLE WORK TERMS

Standard	Flexible
✓ Working with a single employer.	✓ Can work with single or multiple employers.
✓ 12-16 weeks long (i.e., May to August).	✓ Allows you to receive Co-op credit for wider range of work experiences. ✓ Part-time work acceptable.
✓ 35-40 hours per week.	✓ <b>Single</b> employer: 8-16 weeks (minimum 280 hours) ✓ <b>Multiple</b> employers: 12-16 weeks (minimum of 420 hours)

View full requirements [here](#).



# LAST DAY TO FIND WORK



- You have **lots of time** to find a co-op job!
- Normal to go through multiple Cycles before being hired!
  - **June 15** to secure employment for a **standard** co-op credit.
  - **July 13** to secure employment for a **flexible** co-op credit. .

# YOUR CO-OP REQUIREMENTS

- Your co-op requirements are laid out in the **undergraduate calendar**, like your academic requirements.
- To be eligible to receive a co-op designation, Faculty of Environment students are required to complete:
  - ✓ ▪ A minimum of **four** work term credits.
  - ✓ ▪ **At least three** of these work terms are required to be **standard** .
  - A minimum of **four** professional development (PD) courses.
    - PD 1 must be taken prior to the first work term.
    - PD 12 is taken during the first work term.



# **FLEXIBLE CO-OP PATHWAYS**

# JOB BOARDS ON WATERLOOWORKS

Co-op Jobs > Full-Cycle Service

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. 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.

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](#).

**Dashboard** 

**CO-OP JOBS** 

**FULL-CYCLE SERVICE** 

**JOBs / APPLICATIONS**

**Interviews**

**Employer-Student Direct** 

**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**

**Search** 

- or -

**Advanced Search** 

**QUICK SEARCHES:**

- 465 All Jobs
- 60 For My Program
- 50 Applied To
- 0 Shortlist
- 174 Viewed
- 82 New Posting Since Last Login
- 19 Postings added in the last 7 days
- 1 Application Deadlines Today
- 465 Application Deadlines in the next 10 Days

**MY SAVED SEARCHES**

! Saved searches will automatically expire 1 year after creation.

You have no saved searches

**SEARCH POSTING**

Enter the job ID you are searching for

**LIST MANAGEMENT OPTIONS**

**Co-op and Internship Jumpstart Series:**  
Searching/Applying for Jobs in WaterlooWorks

**PAGE 12**

## INTRODUCING JADA - Your AI-powered co-op sidekick



JADA (Job Aggregator and Digital Assistant) is an innovative AI-powered tool to support your co-op student experience! JADA offers an additional tool to find tailored job opportunities and personalized assistance for co-op students. Waterloo's Co-operative and Experiential Education (CEE) and Information Systems and Technology teams developed JADA with support from co-op students and from Microsoft Canada.

**JADA features two main components:**

- **Job aggregator:** Compiles co-op eligible job postings from multiple job boards into a searchable database, helping you find potential co-op jobs that match your skills and career goals and may not be listed in WaterlooWorks.
- **Digital assistant:** Answers your questions, provides career resources and outlines information about co-op processes and your responsibilities as a co-op student.

\*note: JADA is optimized for use on desktop web browsers.

As a beta user, you can help shape the future of JADA. Your experiences and feedback are crucial in refining this tool to better serve students across our campus. Explore and provide input using the feedback tool in JADA to help us continue to enhance it to best meet your needs.

**Job Aggregator**

Discover potential co-op-eligible job opportunities beyond WaterlooWorks and see how they match your skills and career goals.

**Digital Assistant**

Chat with our AI-powered digital assistant to get answers to your questions about co-op when you need them.

# ARRANGING YOUR OWN JOB (AOJ)

Look for a position on external job sites, through your personal connections, or attend a Career Fair (Feb 4: [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

- **Steps to arrange your own 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)



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# **WE ACCELERATE**

- Option for **first work term** students
- Develop in-demand skills through content provided by industry collaborators and team-based project experiences.
  - **Unpaid, flexible** work term credit.
  - Eligible students will be sent more information later in the term.
- WE Accelerate streams offered in the past
  - Microsoft Azure Artificial Intelligence
  - Digital Bootcamp: Web Design and marketing
  - Data-driven solutions for global challenges
  - Creating accessible digital learning environments

## **Other Non-traditional Co-op options**

- E Co-op ([Enterprise Co-op](#))



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# SEARCHING FOR WORK

# WHERE CO-OP STUDENTS WORK

Offers real data on what job titles past students have held and which industries they worked in

Go to [Where Co-op Students Work](#) and click on the bar and use your WATIAM login to access the tool



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## CO-OPERATIVE EDUCATION

Home   Co-op updates due to COVID-19   About co-op   Our mission & vision   Hear from Waterloo co-op students   Our people   Employment statistics   Co-op earnings   **Where co-op students work**   Important dates   Co-op roles and responsibilities

Co-operative Education » About co-op »

### Where co-op students work



Ever wonder where co-op students from your faculty, program or related programs have worked in the past?

# Where Students Work

Work Term

All

Faculty

Environment

Program Grouping

Planning

Work Term Number

1

Citizenship Status

All

Academic Career

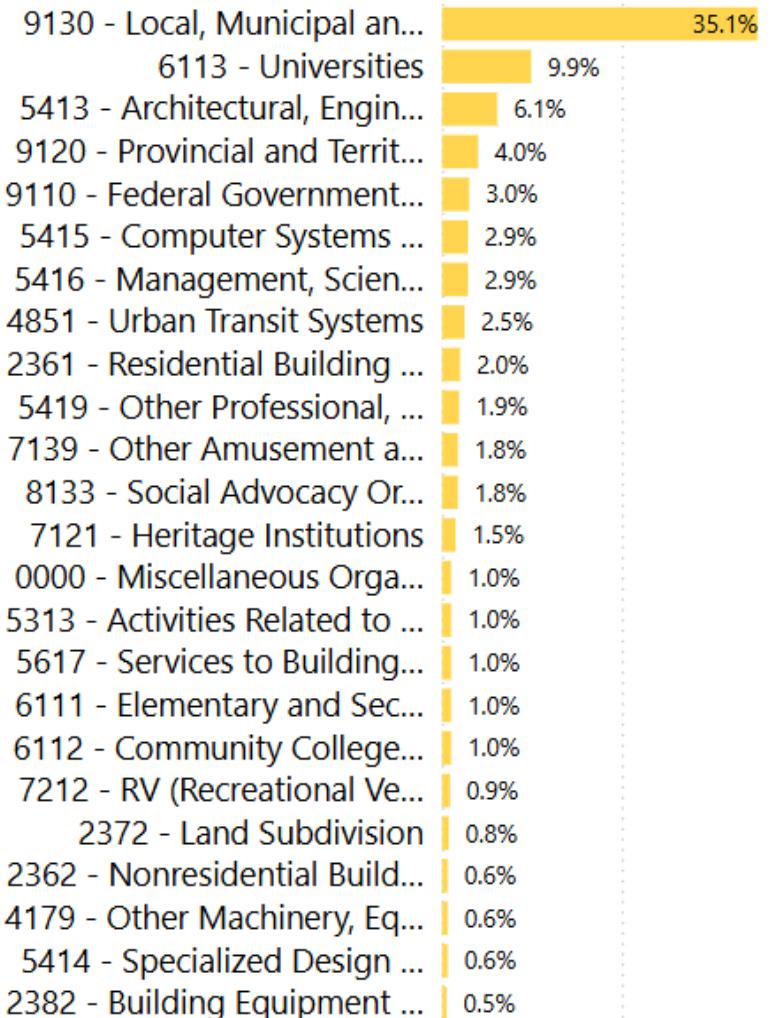
Undergraduate

Include UV Hires

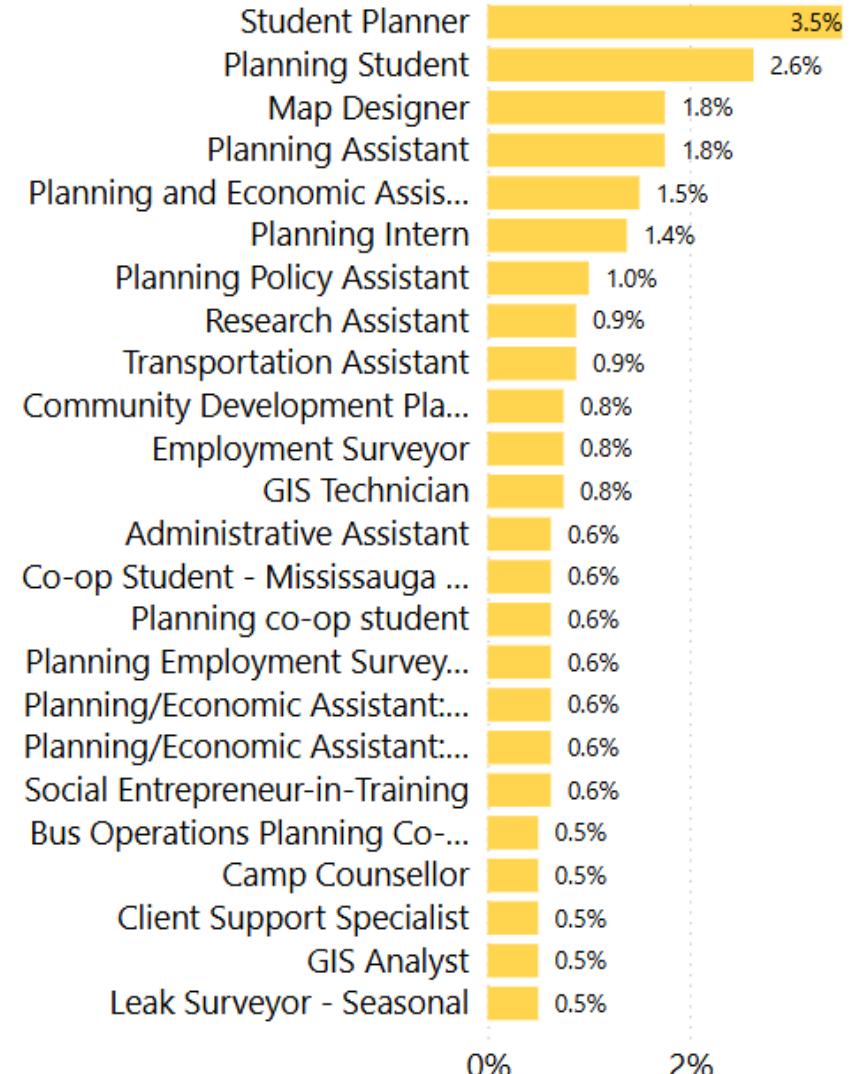
Yes

NAICS

## Hires by NAICS Industries\*



## Hires by Job Titles\*



# **“TYPICAL” CO-OP JOBS Website**

Environment & Business	Environment & Resource Studies	Geography & Environmental Management	Geomatics	Climate & Environmental Change	Planning
Research Associate	Food Loss & Waste Data Collection	Agroclimate Analyst	Education Consultant	Environmental Scientist	Planning Assistant
Junior Policy Analyst	Species at Risk Research Student Assistant	GIS Technician	QA Associate	Ecologist	Safety Research Advisor
Operations and Logistics Analyst	Landfill Operations	Habitat Data Officer	Map Design Support	Junior Climate Analyst	Rail Operations Co-op Student



# What does it mean to work in Planning?



## Urban Planning

Guiding the future of our communities...



## Transportation Planning

Public transit, Road systems



## Urban Design

Neighbourhoods, Streetscapes, Civic Space



## Environmental Planning

Conservation & Sustainability

# Where do Planners Work?



**Local,  
provincial, and  
federal  
governments**

**Consulting firms**

**Real estate  
development  
companies**

**School boards**

**Non-profit  
organizations**

**Economic  
development  
and tourism  
agencies**

# SUPPORTS & RESOURCES

# Come to our Resume Review Drop-Ins!

## CCD Workshops

- Jan 14| How to Make Cover Letter Less Painful
- And more..!

## Résumé Review Drop-Ins

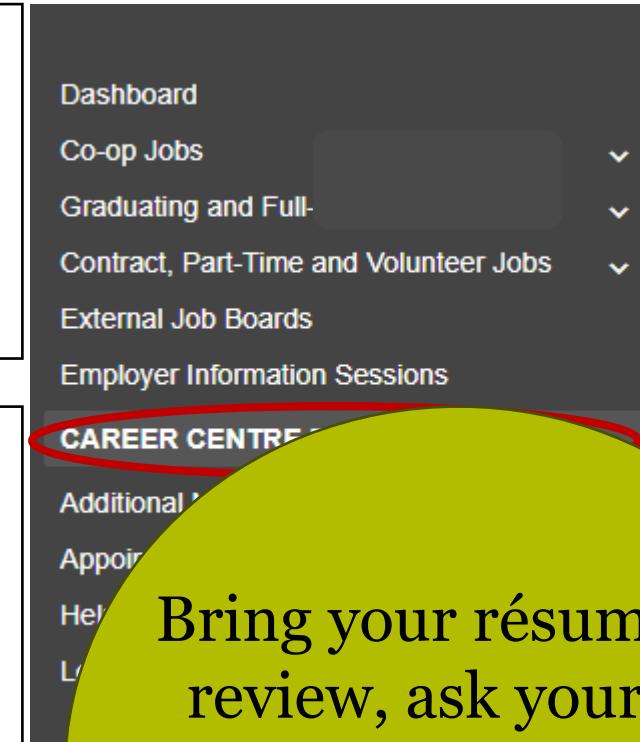
Where: EV3 - Atrium

When: 11:00 am to 12:30 pm

- Wed. Jan 14
- Wed. Jan 21
- Wed. Feb 11
- Wed. Mar 4

Note: Specially for ENV students!

Bring your résumé for review, ask your co-op questions and get job search tips - no appointment needed!



How to Make Cover Letters Less Painful  
Feb 19, 2025 02:00 PM ET to 03:00 PM ET (Career Fundamentals)

[Back to Calendar](#)

### Event Detail

Job applications can be daunting. Writing cover letters don't have to be. This workshop will build your confidence as we dissect how to write cover letters. Upon registering for this event in WaterlooWorks, you will receive a link to register in MS Teams.

### Registration Details

Registration Required in WaterlooWorks :	Yes
Pre-requisite Required :	No
Location:	Online

[Register for this event](#)



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## Employer Information Session (EIS): Ontario Energy Board

Posted Feb 3, 2025 9:00 AM

Are you interested in the energy industry?

Attend this upcoming Employer Information Session (EIS) with the Ontario Energy Board (OEB) for an engaging information session designed to connect students with exciting career opportunities with the OEB.

**When:** Thursday, February 6; 12:00 - 1:00 p.m. ET

**Location:** Hosted virtually through WaterlooWorks.

Register for this event via the [Employer Information Sessions](#) calendar on WaterlooWorks. Visit the EIS Calendar on WaterlooWorks for more event details, updates, or cancellations.

Why should you attend an EIS? Benefits include:

- Learn about potential job opportunities targeting your academic discipline
- Gain insight into the hiring process (interview information and preparation)
- Learn from the experiences of past co-op students and alumni who work for the employers

## It's interview time!

Posted Jan 31, 2025 9:00 AM

Are you gearing up for another round of co-op interviews? An [interview](#) is your opportunity to showcase why you are the best candidate for the position. Whether the interview is in-person or virtual, it's important to plan and be prepared.

A few [interview](#) reminders to consider:

- Be professional and punctual.
  - In addition to effectively articulating your qualifications and interest in the job, succeeding in an interview can be influenced by making a positive first impression. Remember to dress professionally (even for a virtual interview!) and arrive early to the interview. Punctuality matters!



Important Co-op dates and deadlines



Co-op Stats & Data ▾

- Employment Statistics
- Where Co-op Students Work
- Co-op Earnings

**NEED HELP?**   
Are you or a friend in need of mental health support?

**Take advantage of the  
ENV Co-op  
Community!**

- Check announcements regularly
- Review the LEARN contents
- Access the co-op stats & data for additional information



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# Environment & Green Job Sites

- [ECO Canada](#)
- [Work Cabin \(Canada's Conservation Job Board\)](#)
- [Charity Village](#)
- [Eluta.com](#)
- [GoodWork Canada](#)
- [Environmental Internships](#)

- [Conservation Ontario](#)
- [Sustainable Business](#)
- [Nature Conservancy Canada](#)
- [Habitat for Humanity](#)
- [House of Friendship](#)
- [Indigenous Clean Energy](#)



# Your Career Path Does Not Have to be Linear

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You can try different roles to figure out what works best for you.

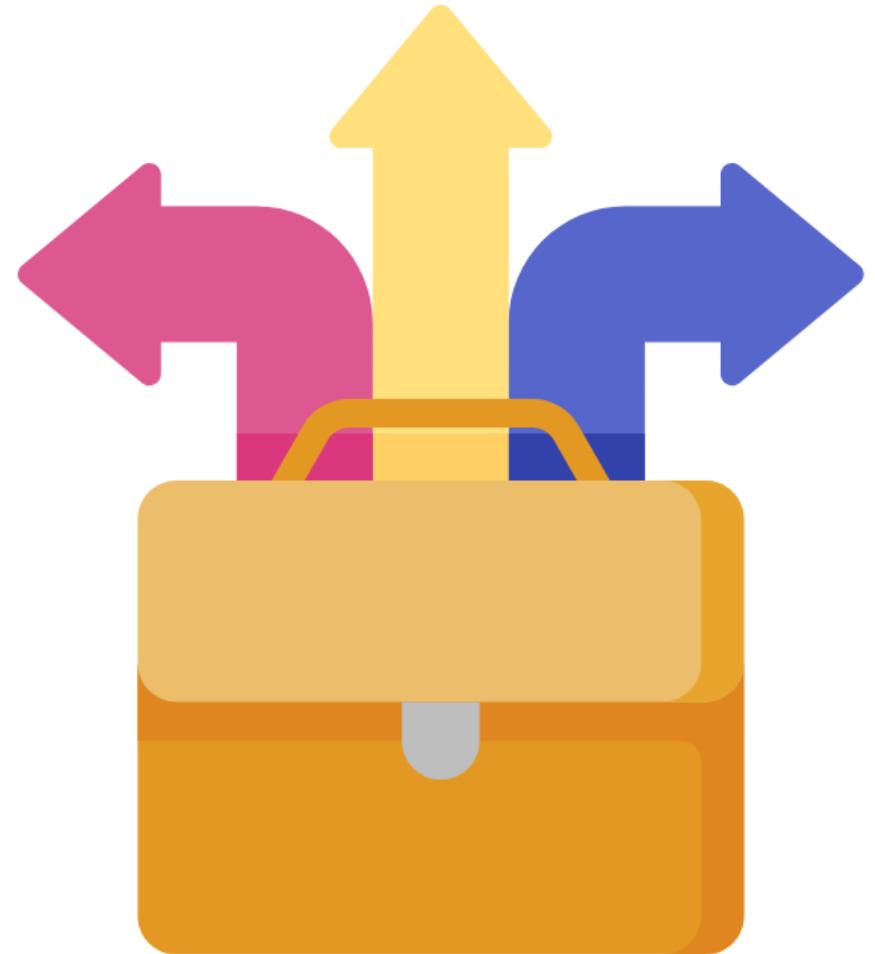
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Exploring different options can help you develop a range of skills.

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You can learn about different industries that you find interesting.

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# WE GOT YOU COVERED!

## CAREER ADVISORS



Résumé, Cover Letter,  
Interview Prep

Career Planning Advice

Workshops ([upcoming](#))

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

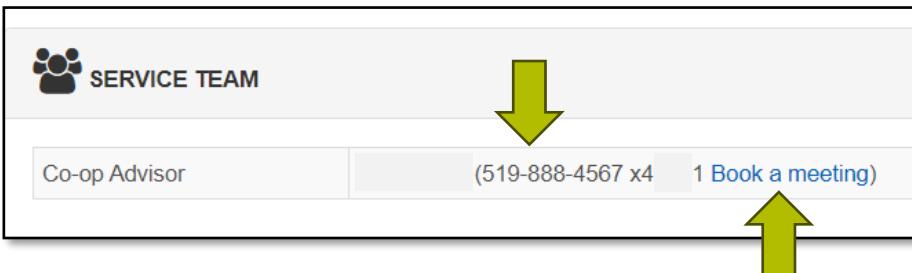
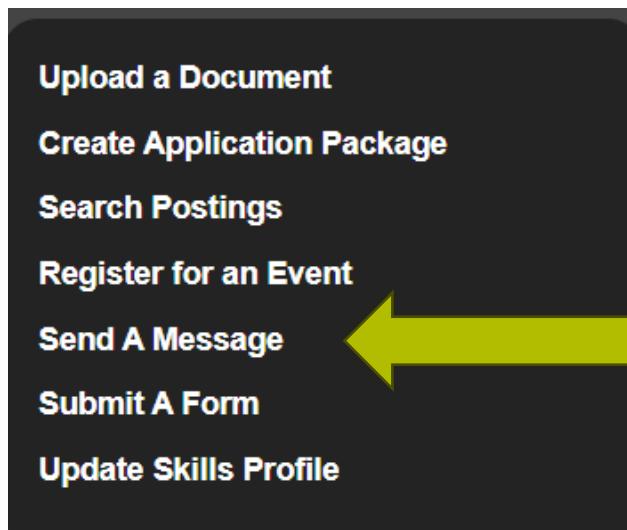
Arranging your own Job

Rank/Match

Aligned with the ENV  
faculty

[Connect on  
WaterlooWorks](#)

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



Karry Kwan  
(she/her)

Mike Gatchene  
(he/him)

Sara Stewart  
(she/her)

- [WaterlooWorks help](#): Step by step guides on job search, applications, Rank/Match, etc.
- [Co-op and Internship Jumpstart Series](#): A list of YouTube videos explaining the co-op process

# 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 **Spring 2026 work term**: June 15, 2026
  - Last day to start work for a **Flexible** co-op credit for **Spring 2026 work term**: July 13, 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 (please contact your Academic Advisor about this option!)
- How can you enhance your transferable skills?
  - Part time job, volunteer, take a course, enroll in a course, etc.
- Work with us before you panic!



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# KEY TAKEAWAYS



Time management! Set aside time for co-op.



Add important dates to your calendar.



Career paths are rarely linear



First work term will be busy, we're here to help!

# Q&A



# 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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