# SESSION EXPECTATIONS

**WHAT WOULD YOU MOST LIKE TO LEARN AT TODAY’S ORIENTATION SESSION?**

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
WELCOME ABOARD!

We’re so glad you’ve joined us.

We connect students with meaningful work opportunities. As a world leader in co-operative education and career development we have a reputation for excellence among students, employers, and our peers at other institutions across the globe. Waterloo was built on the principle of work-integrated learning 60 years ago. Today, co-operative education is still the number one reason students choose to study here.

Our success is built with terrific people like you.

2018 EDITION

Editors: Deb Iler, Michelle Radman
Design: Creative Services, University of Waterloo

Thank you to everyone who contributed to the development and refining of the orientation process.

Your feedback is welcome at ceaadm@uwaterloo.ca.
TABLE OF CONTENTS

Action items .............................................................................................................. 3
  Need to know ..................................................................................................... 4
  Dress code and professionalism ...................................................................... 6
  Mandatory training ........................................................................................ 7
  Telecommunications, emails, and tech support ......................................... 8

Mission, vision, and guiding principles ......................................................... 10

Co-op at Waterloo: an infographic ................................................................. 14

Acronyms ................................................................................................................ 16

Employee tips and testimonials ....................................................................... 18

Fun activities .......................................................................................................... 20

Health and safety ................................................................................................ 22

University of Waterloo helpful resources ..................................................... 27
ACTION ITEMS

<table>
<thead>
<tr>
<th>ALL NEW HIRES</th>
<th>1st week</th>
<th>MANAGER SIGN-OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive laptop and computer login</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up phone message (see page 9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create standard email signature (see page 9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building tour with supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss with your supervisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>› Keys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>› Security Codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>› Business Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>› Scheduling 1:1 meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete mandatory training courses (see page 7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review ‘written communication’ webinar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CO-OP STUDENTS</th>
<th>2nd week</th>
<th>MANAGER SIGN-OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss goals and expectations with your supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandatory work term consultation with student advisor (could be via eCheck-in)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm performance review with supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End-of-term presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final performance review with supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**NEED TO KNOW**

**General Work Hours**

General working days are Monday through Friday. Working hours are seven hours per day 8:30 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m. for a total of 35 hours per week.

Depending on your role, you may be required to work flexible hours including some evenings and weekends.

**Sick days**

If you are ill and unable to come to work, please contact your supervisor by 8:30 a.m. Co-op students have a maximum of two sick days per term.

**Important Co-op Dates**

Visit [uwaterloo.ca/co-operative-education/important-dates](http://uwaterloo.ca/co-operative-education/important-dates) to view the co-op important dates calendar.

**Interview Day Services (IDS)**

To accommodate the high volume of interviews held at the Tatham Centre, all on campus staff and co-op students are required to participate in interview day services shifts which may include some early morning or evening shifts. Depending on your role, IDS warrants a lot of standing and walking, so be sure to wear comfy shoes!

We’ll share more details about IDS shifts and training via email. You can also ask your supervisor about IDS. Shifts will be posted to SharePoint during the first month of each term. Your involvement supports the overall success of the co-op program.

**Paid holidays**

Paid holidays for full-time and part-time regular staff and faculty, as well as other employees, can be found in detail through Policy 38. All paid holidays are listed online: [uwaterloo.ca/human-resources/pay-administration/paid-holidays](http://uwaterloo.ca/human-resources/pay-administration/paid-holidays).
Pay Day
University of Waterloo staff are paid on the last Friday of each month. Pay will be deposited directly into your bank account. You can view your paycheque online by visiting MyHRinfo at [uwaterloo.ca/myhrinfo](http://uwaterloo.ca/myhrinfo).

Casual staff are paid on a biweekly basis. Time sheets are provided by immediate supervisors and must be approved by your immediate supervisor on a biweekly basis. Typically, immediate supervisors submit time sheets into Finance for payment.

Income tax (T4)
Your annual T4 statement will be available on Waterloo’s HR website, myHRinfo, in late February.

Casual staff will receive the annual T4 statements in the mail. Ensure that your manager is aware of any address changes.

CO-OP STUDENTS

End-of-term presentation day
Each co-op student will prepare and deliver a three-minute thesis-style presentation to staff. Watch your email or speak to your supervisor for further details.

Exit Interviews
Each term, co-op students are invited to participate in a confidential exit interview. These interviews are scheduled during the last month of the term. Watch your email for an invitation to participate.
DRESS CODE/PROFESSIONALISM

The dress code is business casual. What you wear should not distract others, make them feel uncomfortable, or portray an unprofessional image.

The following are not considered appropriate for the business casual workplace:

› Muscle shirts
› Low cut shirts
› Any clothing that exposes the midriff
› Clothing with offensive language or pictures
› Clothing that is too short, tight, sheer, or torn

Other helpful reminders:

› Business-style knee-length shorts are acceptable for the workplace
› Skirts and dresses should be a length at which you can sit comfortably in public
› Leggings worn as pants are not acceptable; leggings may be worn under long (at least mid-thigh length) tops
› Our workplace extends to our meeting rooms, front lobby, parking lot, and off-site meetings – all locations where we may encounter an unexpected guest or customer
› While you may not be directly facing customers, your team members might interact with customers in your work area. Additionally, as you travel through the building you will be seen by customers, so you must dress accordingly
› Business casual is not the same as weekend or sportswear
› Impromptu and unscheduled activities can and do occur. While we can definitely relax our looks in a business casual environment, we can never relax our standards
› See your manager for any dress code or footwear guidelines based on health and safety requirements

How we are attired, how we behave, and how we express ourselves is a reflection on our department. It is important that we dress for our roles and present a professional image at all times. Please check with your supervisor if you’re unsure how to dress for your role.
MANDATORY TRAINING

All staff working in paid or unpaid positions at University of Waterloo must complete the following courses:

You must log in using your WatIAM credentials.

You can complete this training in one of two ways:

- Complete the web based training module – Accessible Customer Service On-line Training Module (requires 30-60 minutes to complete).

OR

- Read the training document (Word) and record your completion of the training by logging into the Accessible Customer Service Training Website and click confirm at the bottom. This course and materials are maintained and operated by AccessAbility Services.

These courses are maintained and operated by the University of Waterloo’s Safety Office. Your completion of the training will be tracked on your training record in myHRinfo. For questions about these mandatory courses, please contact your supervisor.

To complete these training courses, visit: uwaterloo.ca/organizational-human-development/mandatory-training.
TELEPHONE GUIDELINES/SET UP GUIDE

University of Waterloo Voice Recognition System
For on-campus access to the speech attendant system, please call ext. 77777. When calling someone outside of the University, press “6” to dial out. For further instruction on your phone set, please visit: uwaterloo.ca/information-systems-technology/services/telephone-installation-changes-and-features.

Desk phones will be one of two varieties; either a Nortel Networks phone or an Avaya Internet Protocol phone.
TELEPHONE AND EMAIL (OUTLOOK)

Telephone Greetings

Standard Recording Example
“Hello, this is [your name] of Co-operative Education <or> the Centre for Career Action at the University of Waterloo. I’m sorry I missed your call. Please leave a message and I will return your call as soon as possible. Thank you for calling.”

Vacation Recording Example
“Hello, this is [your name] of Co-operative Education <or> the Centre for Career Action at the University of Waterloo. I am away from the office until [date of return]. If you require immediate assistance please contact [backup name] at extension xxxxx. Thank you.”

Out of Office Email Setting
When out of the office, remember to use the out of office setting on Outlook so that those emailing you will know that you are away.

E-signatures
Following professional standards for email signatures helps Waterloo present a consistent, on-brand message while providing relevant information to help others communicate with us. Experts recommend keeping the email signature as simple as possible. Text should be Georgia, 11 point, black for signatures, and all email correspondence. Here is an example:

Your Name
Your Title
Co-operative Education <or> Centre for Career Action
University of Waterloo
519-888-4567, ext. xxxxx

To access the University of Waterloo logo, please consult the brand guidelines here: uwaterloo.ca/brand-guidelines/resources-downloads/logos/official-logos.

Computer and tech problems
Any tech issues must be resolved through cecareq@uwaterloo.ca.
MISSION

INSPIRE Waterloo students to connect to the possibilities in a continuously changing world of work. ENABLE them to bridge their academic and workplace knowledge. CHALLENGE them to learn, grow, and contribute wherever they go.

To accomplish our mission, in partnership with students, employers, faculty and staff, we:

› facilitate, through a competitive employment process, access to meaningful work opportunities related to students’ academic studies and their aspirations.

› open doors to diverse employment opportunities in Canada and internationally and draw employers to Waterloo’s rich talent pool.

› support students in acquiring, reinforcing and enhancing the capabilities essential in a knowledge-driven economy and borderless workplace.
VISION

Demonstrate innovative, global leadership in co-operative education and career development, and position Waterloo as a top choice for students and employers.

We move closer to our vision when we:

› collaborate with our partners to shape and promote Waterloo’s thought leadership and best practices.
› enhance and extend our services and capabilities to support the University’s goals in Canada and internationally.
› foster a dynamic learning environment that sparks and celebrates new ideas and provides opportunities for all who work here to make a positive impact.
GUIDING PRINCIPLES

We value and honour our history and experience. We cultivate a culture of continuous improvement. We embrace change and new ideas.

To help us build on our successes and achieve new heights, we have identified these Business and Culture Guiding Principles.

Business Principles

1. Leverage Waterloo’s breadth and depth of talent and opportunities for students and employers. We provide advice and service to students and employers for optimal success in a competitive recruiting process. We promote a broad array of programs to employers and continue to develop job opportunities for students. We act as partners and facilitators.

2. Strive for excellence. We manage our systems and processes to maximize effectiveness and efficiency and provide quality service to all stakeholders – students, employers, faculty, staff and our team – based on a deep understanding of and respect for their needs and priorities.

3. Add value and show how we do it. We manage our operations to both ensure and demonstrate value for student fees and communicate results clearly and regularly.

4. Take accountability for results. We focus on outcomes, seek and incorporate ongoing feedback from stakeholders, and measure progress and performance regularly with clear metrics.

5. Value our people. We expect ongoing capability development and enhancement to keep pace with changing requirements and help staff realize their potential. We ensure staff have the tools and support required to be successful in their roles.
Culture Principles

1. **Work collaboratively.** We think about the effects of our actions on other groups, getting their input ahead of key decisions, sharing information and working as an integrated team.

2. **Foster a ‘why not’ attitude.** We actively consider new ideas, explore new horizons and work together to remove barriers. We encourage agile and timely responses to change.

3. **Spend sufficient time planning.** We are proactive and do our best to avoid crisis situations. We formulate plans, strategies and sustainable approaches.

4. **Make decisions in a clear, inclusive manner.** We gather relevant data ahead of time, engage the appropriate people in decisions, provide context to help people understand and then actively support departmental decisions once they are formally adopted.

5. **Recognize that conflict can be constructive.** We welcome and respect opposing views, speak courageously in a productive manner and resolve conflict honestly.

6. **Communicate regularly.** We communicate both formally and informally within the department to keep people in the loop, bring us closer as a team and offer opportunities for engagement in department business and decisions.

7. **Celebrate success.** We take the time to honour the power of our team and our many individual and collective achievements.

---

**THE BASIC PRINCIPLES OF THE UNIVERSITY OF WATERLOO WORKPLACE**

1. Focus on the situation, issue or behaviour, not on the person.

2. Maintain the self-confidence and self-esteem of others.

3. Maintain constructive relationships.

4. Take initiative to make things better.

5. Lead by example.

6. Think beyond the moment.
CO-OP AT WATERLOO: AN INFOGRAPHIC

1,400+ new employers
6,900+ active employers

2,600+ international work terms
60+ countries

3,900+ students employed in first work term

9,700+ participants across 348 workshops and events

$13,800 average individual student earnings per work term

$240M+ in total student earnings
18,900+ online workshops completed using career hub

5,400+ students access drop-in career or co-op consultation services

2,500+ students attended individual career advising sessions

67,500+ interviews

1,700+ in a single day

1,000,000+ applications

All data from 2017 Annual Report and is subject to change.
### ACRONYMS

<table>
<thead>
<tr>
<th>AD</th>
<th>Associate Dean – role title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Assistant Director – role title</td>
</tr>
<tr>
<td>AM</td>
<td>Account Managers – role title, Account Management – function</td>
</tr>
<tr>
<td>AOJ</td>
<td>Arranged Own Job</td>
</tr>
<tr>
<td>BD</td>
<td>Business Developers – role title, Business Development – function</td>
</tr>
<tr>
<td>CA</td>
<td>Career Advisors</td>
</tr>
<tr>
<td>CACEE</td>
<td>Canadian Association for Career Educators &amp; Employers</td>
</tr>
<tr>
<td>CAFCE</td>
<td>Canadian Association for Co-operative Education</td>
</tr>
<tr>
<td>CAS</td>
<td>Centre Authentication System</td>
</tr>
<tr>
<td>CCA</td>
<td>Centre for Career Action</td>
</tr>
<tr>
<td>CEC</td>
<td>Co-op Education Council – advisory body of representative campus officials and students</td>
</tr>
<tr>
<td>CEE</td>
<td>Co-operative and Experiential Education</td>
</tr>
<tr>
<td>CEL</td>
<td>Centre for Extended Learning</td>
</tr>
<tr>
<td>CEP</td>
<td>Core Employment Process</td>
</tr>
<tr>
<td>CSEM</td>
<td>Co-op Student Experience Manager – role title</td>
</tr>
<tr>
<td>EOD</td>
<td>End of Day</td>
</tr>
<tr>
<td>EOM</td>
<td>End of Message</td>
</tr>
<tr>
<td>FRM</td>
<td>Faculty Relations Manager – role title</td>
</tr>
<tr>
<td>HC</td>
<td>Health Check</td>
</tr>
<tr>
<td>HPS</td>
<td>Hiring Process Support</td>
</tr>
<tr>
<td>IDS</td>
<td>Interview Day Services (See page 4 for more details)</td>
</tr>
<tr>
<td>JIF</td>
<td>Job Information Form</td>
</tr>
<tr>
<td>JIT</td>
<td>Just in Time</td>
</tr>
<tr>
<td>JSI</td>
<td>Job Search Intentions</td>
</tr>
<tr>
<td>IC</td>
<td>Information Centre – main level (TC)</td>
</tr>
<tr>
<td>IST</td>
<td>Information Systems and Technology</td>
</tr>
<tr>
<td>Abb</td>
<td>Definition</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
</tr>
<tr>
<td>NAICS</td>
<td>North American Industrial Classification System – a recognized national listing of industries (used by CECA to categorize our employers)</td>
</tr>
<tr>
<td>NOC</td>
<td>National Occupation Classification – a recognized national listing of occupations (used by CECA to categorize the jobs our students fill)</td>
</tr>
<tr>
<td>NSERC</td>
<td>Natural Sciences and Engineering Research Council – gov’t funding body</td>
</tr>
<tr>
<td>PA</td>
<td>Process Administrator</td>
</tr>
<tr>
<td>PMO</td>
<td>Project Management Office</td>
</tr>
<tr>
<td>PMT</td>
<td>Project Management Team – a representative team of staff members who manage all CECA processes (from creation to stabilization to optimization)</td>
</tr>
<tr>
<td>RO</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>RT</td>
<td>Recruiting Term</td>
</tr>
<tr>
<td>SA</td>
<td>Student Advisors – role title</td>
</tr>
<tr>
<td>SFR</td>
<td>Student &amp; Faculty Relations – team in CECA</td>
</tr>
<tr>
<td>SP</td>
<td>SharePoint</td>
</tr>
<tr>
<td>SSAC</td>
<td>Student Services Advisory Committee</td>
</tr>
<tr>
<td>SSHRC</td>
<td>Social Sciences and Humanities Research Council – gov’t funding body</td>
</tr>
<tr>
<td>T&amp;C</td>
<td>Terms &amp; Conditions</td>
</tr>
<tr>
<td>UEM</td>
<td>University Employment Manager</td>
</tr>
<tr>
<td>URA</td>
<td>University Relations Administrator – role title</td>
</tr>
<tr>
<td>URI</td>
<td>Undergrad Research Internship – UWaterloo funding mechanism that allows professors to recruit research assistants (who could be co-op students)</td>
</tr>
<tr>
<td>UJM</td>
<td>Unfilled Job Management – process used to fill jobs that have yet to be filled in the CEP</td>
</tr>
<tr>
<td>USM</td>
<td>How we manage unemployed students all the way through the employment process until the point in time they are employed in the recruiting term</td>
</tr>
<tr>
<td>USRA</td>
<td>Undergrad Student Research Assistant – NSERC funded mechanism that allows professors to hire research assistants (who could be co-op students)</td>
</tr>
<tr>
<td>WT</td>
<td>Work Term</td>
</tr>
<tr>
<td>WTS</td>
<td>Work Term Support – a service-team member</td>
</tr>
<tr>
<td>WW</td>
<td>WaterlooWorks</td>
</tr>
</tbody>
</table>
“Being a co-op student has provided the perfect combination of personal and professional development. It’s been a privilege to work alongside the dedicated people of Co-operative Education and the Centre for Career Action who continue to bring students the best possible employment opportunities each year.”

CIARA BURROWS

“Co-operative Education and the Centre for Career Action provides a top-notch co-op experience. From day one I was made to feel as though I was part of a well-oiled, collaborative machine that produces meaningful, high-quality work. Who better to do a co-op term with than the co-op and career action department itself?”

MAX MCKEE

“Working for Co-operative Education and the Centre for Career Action is a great opportunity to gain experience in a variety of areas – there is always something to do. As a first work term student, I am very grateful to have had the opportunity to work with a variety of people and pick up skills that will be of value in future workplaces.”

TATUNG NATH

“It is a privilege to be part of co-op here at Waterloo. The co-op program has made me feel more confident about my future and guided me towards my success. Working alongside the co-op staff in the Tatham Centre has made me realize how important this department is to the University of Waterloo. It was a truly unique and meaningful opportunity to be part of the process. The experiences I have gained here will be unforgettable.”

JAE LEE

“Being in co-op has allowed me to gain a better understanding of my strengths and weaknesses, as well as the type of work environment I do best in. I’ve been able to learn about different types of work and see where I want to be in the future.”

CAROL CUNNINGHAM

“Thanks to co-op, I’ve been able to try out different work experiences and decide what kind of job and work environment I like most. I’ve learned countless new skills, met new people, and gained a real understanding of what the world is like outside of school.”

CAMERON SMITH
ACROSS

2. Send an email to @uwaterloo.ca for any tech issues
3. The first aid kit on the third floor is found in this location.
9. is the subject of Policy 19.
11. One of Co-operative Education and the Centre for Career Action’s business principles is to “Strive for____”
12. The website co-op students use to find co-op jobs.
13. Employees can use this website to view their pay cheque.
14. Many documents are stored on the Co-operative Education and the Centre for Career Action’s site.
15. At the end of each term, co-op students deliver one of these.

DOWN

1. Who will you reach if you dial 519-888-4911 or ext. 22222?
4. Learn about logos, typography and writing style on the UWaterloo___________ guidelines website.
5. The ‘H’ in OHD.
6. IDS stands for “Interview Day”
7. According to the list of action items, employees should read this daily.
8. Co-op is mandatory for all programs in this faculty.
10. SFR stands for “Student and Relations”
<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>EMPLOYER</th>
<th>INTEGRATED</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTION</td>
<td>EVENTS</td>
<td>INTERNATIONAL</td>
<td>TALENT</td>
</tr>
<tr>
<td>ADVICE</td>
<td>FACULTY</td>
<td>JOBS</td>
<td>TATHAM</td>
</tr>
<tr>
<td>ADVISORS</td>
<td>FINANCE</td>
<td>JOIN</td>
<td>TEAM</td>
</tr>
<tr>
<td>ANALYST</td>
<td>HIRE</td>
<td>LEADS</td>
<td>WATCACE</td>
</tr>
<tr>
<td>CAREER</td>
<td>INFO</td>
<td>MATCH</td>
<td>WATERLOOWORKS</td>
</tr>
<tr>
<td>COOPERATIVE</td>
<td>OUTLOOK</td>
<td>SHAREPOINT</td>
<td>WORK</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>PAGING</td>
<td>SKYPE</td>
<td></td>
</tr>
</tbody>
</table>

Present your completed word search to the Administrative Assistant for a chance to win a great prize.
HEALTH, SAFETY AND ENVIRONMENT (HSE)

Under Policy 34, Health, Safety, and Environment, the University of Waterloo strives to provide a safe, healthy work and educational environment for its students, employees, visitors, and contractors. Here are some emergency contacts and procedures.

uwaterloo.ca/safety-office

Emergency Contacts

| AMBULANCE | 911 |
| FIRE DEPARTMENT | Fire alarm pull station (located at all exits on all floors) |
| HEALTH SERVICES | 519-888-4567, ext. 84096 |
| CAMPUS POLICE | 519-888-4911 or ext. 22222 |
| SPILL CONTROL | 519-888-4911 or ext. 22222 |
| POISON CONTROL CENTRE | 1-800-268-9017 |

Injury/Incident Reporting

› Obtain medical aid if necessary.
› Report any injury to your supervisor immediately.
› Complete injury/incident report with supervisor:
   uwaterloo.ca/safety-office/resources.
› Forward report via campus mail to the Safety Office, Commissary Building or email to safety@uwaterloo.ca.
› If you have any questions or concerns, contact Kate Windsor at ext. 36359 or Sheila Hurley at ext. 33587.

Fire Alarm Procedures

In case of fire:
› Leave fire area and close doors.
› Activate wall-mounted fire alarm pull station located at exits.
› Attempt to extinguish fire only if you can do it safely.
   Extinguishers are located in central corridors on all floors.
› Report any information about fire to the Waterloo Fire Department and UWaterloo Police.
» **If you are on fire:** STOP where you are, DROP to the floor or ground and ROLL your body to smother the fire.

**When fire alarm sounds**
» Calmly evacuate the building; DO NOT use an elevator.
» As time allows, close windows and doors. Turn off cooking and electrical equipment. Put on coat in winter for protection.
» Use an alternate exit if you encounter smoke or fire.
» Follow instructions of emergency response services and fire wardens.
» Report anyone suspected of remaining in the building to the Evacuation Coordinator who will be located at the east entrance doors (main entrance).
» Move away from building at least 30 metres, leaving clear access for emergency services.
» Do not re-enter the building until authorized by Fire Department or UWaterloo Police.

**If unable to evacuate**
» Call 911 and give your location.
» A closed door can provide good protection against fire and smoke.
  Use available materials to seal door and air ducts.
» If smoke enters room, stay low as heat and gases tend to rise.
» If possible, signal your position at a window. Persons with mobility difficulties or who use wheelchairs should move to an area of refuge (stairwell, room with phone).

For more information, visit: [uwaterloo.ca/safety-office/emergency-procedures/fire-safety](http://uwaterloo.ca/safety-office/emergency-procedures/fire-safety)

“Waterloo co-op students inject enthusiasm and a strong, intelligent work ethic into our organization’s culture, and we do our best to reciprocate by helping them to learn and grow with us. The co-op organization provides excellent administrative support to allow us to focus on working with the students.”

**MYRON KEUPFER**, General Manager, Riders Plus Insurance Inc.
OFFICE ERGONOMICS

Many of us rely heavily on computers to help us perform our work. No two people are the same, and ergonomics strives to fit the task to the person doing it.

The Office Ergonomics Guide is intended to guide you in a self-assessment of the ergonomic design of your computer workstation. These tips can help you to identify and correct ergonomic problems to prevent repetitive strain injury, eyestrain, fatigue, and discomfort.

To review the guide, please visit:

uwaterloo.ca/safety-office/programs-and-procedures/ergonomics

WATERLOO | SAFETY OFFICE

The Safety Office serves as a Health, Safety, and Environment (HSE) resource to assist members of the University community in meeting their obligations to provide a safe, healthy work and educational environment.

“Hiring Waterloo co-op students is an investment for our organization. It is an enriching educational opportunity for both of us where we teach them new things and they teach us new things in the hopes of one day entrusting us with their future careers.”

CAITLIN COOPER, Campus Talent Acquisition Specialist, Infusion
INFORMATION SECURITY

The University of Waterloo relies heavily on information and information systems for the delivery of services and management of resources and must therefore ensure that its information assets are well protected. Failure to adequately protect the university’s information assets through the implementation of appropriate security controls puts the university at risk.

To learn more about Policy 46 – Information Security, please visit: uwaterloo.ca/secretariat-general-counsel/policies-procedures/guidelines/policies-numerical-order.

CONFIDENTIALITY

1. You will have access to and be entrusted with information that is confidential or personal. As a member of the Co-operative Education and the Centre for Career Action’s staff, you are expected to adhere to Waterloo privacy policies. We use the University’s Policy 46.

2. Telephone numbers, addresses or other personal information of students may not be given to any member of the public, even if the person requesting it is a parent or relative. Depending on the circumstances, you could offer to contact the individual of interest and let them decide if they wish to correspond with the inquirer.

3. If someone (e.g., the media, employers) contacts you, please refer them to the executive director, or any of the directors.

“Our partnership with UWaterloo allows us to bring enthusiasm and talent into our organization. Our co-op students bring tremendous value and help our small team work better, smarter and faster.”

KIM TIMMER, Manager, Stakeholder Relations, CleanFARMS
UNIVERSITY OF WATERLOO
HELPFUL RESOURCES

› Waterloo Parking
  uwaterloo.ca/parking

› Waterloo Policies and Procedures
  uwaterloo.ca/secretariat-general-counsel

› Waterloo Human Resources
  uwaterloo.ca/human-resources

› Waterloo Food Services
  uwaterloo.ca/food-services

› Waterloo’s positioning guide, style guide and brand resources
  uwaterloo.ca/brand

DEPARTMENT WEBSITES

› Co-operative Education & Career Action
  uwaterloo.ca/co-operative-education-career-action

› Co-operative Education – student site
  uwaterloo.ca/co-operative-education

› Centre for Career Action
  uwaterloo.ca/career-action
  Website for all UWaterloo students.

› Hire Waterloo – employer site
  uwaterloo.ca/hire

› WaterlooWorks
  waterlooworks.uwaterloo.ca

› Associate Provost, Co-operative and Experiential Education
  uwaterloo.ca/associate-provost-co-operative-and-experiential-education