

Important Co-op Dates and Procedures

AHS, Arts (includes Accounting and Financial Management), Engineering, Environment, Math, and Science
September - December 2013

September

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 • Employer information sessions begin	6
9 Classes begin	10 RE	11 TURN	12 TO	13 CAMPUS INTERVIEWS
16	17	18	19	20 • POSTING 1 open Sat. Sept. 21 7:00AM
23	24 • POSTING from Sept. 21 closes 11:59 PM	25 Career Fair RIM Park, Waterloo: see www.partners4employment.ca	26	27 • POSTING 2 open 7:00AM • Last date (prior to 4 PM) to withdraw from first interview cycle
30 EMPLOYER INTERVIEWS • POSTING from Sept. 27 closes 11:59 PM				

October

Monday	Tuesday	Wednesday	Thursday	Friday
	1 EMPLOYER	2 INTERVIEWS	3 INTERVIEWS	4 INTERVIEWS
7 EMPLOYER	8 LOYER	9 INTERVIEWS	10 INTERVIEWS	11
14 University Closed (Thanksgiving)	15 LOYER	16 INTERVIEWS	17 INTERVIEWS	18
21 EMPLOYER	22 INTER	23 VIEWS	24	25 • First interview cycle RANKING open 4:00 PM
28 • Student advisor ranking consultation: 10AM-1PM • RANKING close 2:00 PM • First interview cycle MATCH RESULTS open 4:00 PM	29	30 • Keep watching JobMine; daily job postings start today and will continue to first week of February	31	

November

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 EMPLOYER	5 INTERVIEWS • RANKING open	6 • RANKING close • MATCH results	7 EMPLOYER INTERVIEWS • RANKING open	8 • RANKING close • MATCH results
11 EMPLOYER	12 INTERVIEWS • RANKING open	13 • RANKING close • MATCH results	14 EMPLOYER INTERVIEWS • RANKING open	15 • RANKING close • MATCH results
18 EMPLOYER	19 INTERVIEWS • RANKING open	20 • RANKING close • MATCH results	21 EMPLOYER INTERVIEWS • RANKING open	22 • RANKING close • MATCH results
25 EMPLOYER	26 INTERVIEWS • RANKING open	27 • RANKING close • MATCH results	28 EMPLOYER INTERVIEWS • RANKING open	29 • RANKING close • MATCH results

December

Monday	Tuesday	Wednesday	Thursday	Friday
2 EMPLOYER Classes end	3 INTERVIEWS • RANKING open	4 • RANKING close • MATCH results	5 EMPLOYER INTERVIEWS • RANKING open Exams begin	6 • RANKING close • MATCH results
9 EMPLOYER	10 INTERVIEWS • RANKING open	11 • RANKING close • MATCH results	12 EMPLOYER INTERVIEWS • RANKING open	13 • RANKING close • MATCH results
16	17	18	19	20 Exams end
23	24	25	26	27
30	31	28	29	30

If you receive interviews as a result of job postings from this date forward, you'll likely be contacted directly by the employer to make arrangements

Posting, Ranking and Match Open & Close Times

- **First Interview Cycle Job Postings**
Posting 1: opens Sat. Sept. 21; closes Tues. Sept. 24
Posting 2: opens Fri. Sept. 27; closes Mon. Sept. 30
(In addition to new jobs, Posting 2 will include jobs first offered in Posting 1 which may not have received a sufficient number of qualified applicants)
- **Other Interview Cycle Job Postings** begin Oct. 30: **open** weekdays at 7 a.m. (Wednesdays at 8 a.m.) and **close** at 11:59 p.m. on the next business day unless otherwise indicated.
- **You may carry a maximum of 50 active job applications.** This limit will be increased to 99 the last week of the third month of the term (if you are still looking for employment).
- **First interview cycle rankings:**
 - Open: Oct. 25, 4 p.m.; close: Oct. 28, 2 p.m.
- **Other interview cycle rankings open** Tuesdays and Thursdays at 8 p.m. and **close** Wednesdays and Fridays at 10 a.m. (unless otherwise noted).
- **First interview cycle match results will be available** Oct. 28 on JobMine after 4 p.m. All other interview cycle match results are available after 11 a.m.

Now, three Interview Call Centres to serve you!

Growing numbers of employers are requesting webcam and phone interviews. To accommodate the increase, we now have three call centres:

1. Lower level of TC. Attendant for this one is located at the bottom of the central staircase.
2. Second level of TC: TC 2203-17
3. Second level of TC: TC 2201 (the newest one)

You won't be paged for these interviews. Check in directly with the attendant at each call centre. "Instructions" on your Interview page in JobMine will tell you if your interview is webcam and "Type" if it is phone.

Reminder:

Increase your employment opportunities and complete or update your **Skills Inventory now**; you can make changes anytime. To access your Skills Inventory, locate your Profile in JobMine and click on the Skills Inventory tab.

Read important information on back...

Contacting You

- by email
Co-operative Education will **send you email messages** during both on campus and on work terms. **Please check your Waterloo email daily.**
- by telephone
In some instances, Co-operative Education may also need to **reach you by telephone.** Set up your valid phone number(s) in Quest (check each term)

Read Web pages at URLs in next column →

Web addresses on this page take you directly to relevant information concerning the interview process and calendar events listed on the opposite side of this page. Since changes occur regularly, you should review the information each term.

It is your responsibility to be familiar with and understand all Co-operative Education policies and procedures, including your obligations surrounding the co-op process (e.g., job application, employer interviews, ranking, work term, etc.). This information is available on the Co-operative Education web site: uwaterloo.ca/co-operative-education/

Work Term Dates

- Start: Mon. Jan. 6, 2014
- End: Fri. April 25, 2014

Questions?

- Contact the Information Centre by phone at **519-888-4026** (during business hours) or in person at the main lobby, Ground Level, TC
- JobMine online help: <https://uwaterloo.ca/jobmine/students>
- JobMine technical support: Drop in to TC 2811, or call 519-888-4550 weekdays, 8:30 a.m. - 4:30 p.m.
- Email **JobMine** questions to jobmine@uwaterloo.ca
- Email **general** co-op questions to ceca@uwaterloo.ca
- Co-op Education Web site: uwaterloo.ca/co-operative-education/
- Centre for Career Action: <http://uwaterloo.ca/career-action/> **519-888-4047** (during business hours) or in person in TC 1214
- If you have not yet had a work term, speak with a career advisor in the Centre for Career Action
- If you have already had a work term, contact your student advisor by phone or email. Their email and phone numbers are available in the "CECS" contact field on your profile in JobMine.

The Co-op Process: Where to Find Information

1. **Choices in Your Employment Search**
uwaterloo.ca/co-operative-education/ then choose "Get hired" and click on "procedures for job searches in JobMine and arranging your own job"
 - Process of applying for jobs; job application limit
 - Arranging your own job
 - Applying to jobs through Co-op Education and arranging your own job at the same time
 - Two-work-term opportunity
 - Job descriptions
 - Eight-month work term
 - Add or update your **Skills Inventory** on JobMine **now!**
2. **The "Application Package"**
uwaterloo.ca/co-operative-education/ then choose "Get hired" and click on "Job Search" and select "Job application packages"
Falsification of Documents
uwaterloo.ca/co-operative-education/ then choose "Get hired" and click on "Job Search" and select "Job application packages"
3. **Workshops**
The Centre for Career Action offers an impressive variety of prep workshops including interview skills. Check out the complete list at:
<https://strobe.uwaterloo.ca/cecs/cs/index.php?page=Public.Workshops&student=1> and sign up for the ones you want to attend.
4. **Interviews**
uwaterloo.ca/co-operative-education/ then choose "Get hired" and click on "Interview process" and select "Interview process and procedures"
 - Your commitment to the interview process
 - Interview schedules
 - When to arrive for interviews
 - Phone/video/Skype/off-campus interviews
 - Preparing for interviews
 - Interview conflicts
 - Missing interviews
 - Contacting employers about interviews
5. **Job Sign-Off Consultation - Important!**
uwaterloo.ca/co-operative-education/ then choose "Get hired" and click on "Interview process" and select "Interview process and procedures"
 - How to sign jobs off (fill out form online same day as interview, then drop in to see a career advisor at the Centre for Career Action; be prepared to discuss the reason for wanting to sign off)
6. **Ranking Employers**
uwaterloo.ca/co-operative-education/ then choose "Get hired" and click on "Ranking and matching"
How the ranking process works
 - How to rank
 - **JobMine will rank a job "9" if you don't rank or forget to rank it. You could be matched with a job you ranked (or that defaulted to) a "9."**
 - Computer match process
 - If your first choice job cancels
 - Your obligation to accept the job when matched
 - Contacting employers about rankings - please do not!
7. **Job Match Results (First and other interview cycles)**
uwaterloo.ca/co-operative-education/ then choose "Get hired" and click on "Ranking and matching"
 - Employment and job-specific details in JobMine
 - Employment meeting with student advisor (first interview cycle job match) or contact by phone or email
 - Applying to jobs in other interview cycles (if you did not get a first interview cycle job match)
8. **After Leaving Campus at End of Term**
 - Continue to watch JobMine for postings
 - You'll be contacted with possible job leads, news, and information
 - Don't wait - take action on your own as well
9. **Other Information**
<http://uwaterloo.ca/co-operative-education/about-co-operative-education/our-facility>
 - Hours of operation for Co-op Education, Centre for Career Action