

"I'm ready to be hired for co-op!" Checklist

All advice provided in this handout represents the best judgment of Co-operative Education and the Centre for Career Action. It does not, however, provide a warranty of future results or a guarantee against failure.

1. I have a valid co-op work permit to work in Canada:

- I have submitted a copy of my work permit to the International Employment Specialist in CE by emailing cecaint1@uwaterloo.ca with a clear photo or scan of the permit
- If I did not receive a co-op work permit with my study permit, I have made an application to the Canadian Government to obtain a work permit
 - > Visit <https://uwaterloo.ca/student-success/students/international-student-resources/work-permit> for detailed steps on how to apply.
 - > For any questions, contact <https://uwaterloo.ca/student-success/ask-immigration-consultant>

2. I have reviewed co-op specific information:

- Responsibilities, Expectations, and Ethics: <https://uwaterloo.ca/co-operative-education/get-hired/expectations-responsibilities/your-responsibilities-expectations-and-ethics>
- Waterloo's Co-op Process: <https://uwaterloo.ca/co-operative-education/find-your-co-op-job/waterloos-co-op-process>
- Important dates: <https://uwaterloo.ca/co-operative-education/important-dates>

3. I have prepared résumé and cover letter drafts using resources from:

- The Centre for Career Action's CareerHub at <https://careerhub.uwaterloo.ca>
 - > Self-Marketing → Résumé
 - > Self-Marketing → Cover Letters
- My WatPD course, PD1: Career Fundamentals (<https://uwaterloo.ca/professional-development-program/courses/pd1-career-fundamentals>), or Co-op Fundamentals for Engineering (<https://uwaterloo.ca/engineering/current-undergraduate-students/watpd-engineering/program-information>):
 - > You will be enrolled in one of the above courses in the term before your first work term
 - > Remember to attend the in person help session that is offered
 - > Stay in touch with your assigned TA throughout the term

4. I have reviewed how to be successful with interviews using resources from:

- The Centre for Career Action's CareerHub at <https://careerhub.uwaterloo.ca>
 - > Self-Marketing → Interviews
- My WatPD course, PD1: Career Fundamentals (<https://uwaterloo.ca/professional-development-program/courses/pd1-career-fundamentals>), or Co-op Fundamentals for Engineering (<https://uwaterloo.ca/engineering/current-undergraduate-students/watpd-engineering/program-information>)
 - > Stay in touch with your assigned TA throughout the term

If you would like to attend workshops/events or meet with a Career Advisor to discuss your career and job search tactics, login to **WaterlooWorks** to view available appointments and events! For more information about services and resources available through the Centre for Career Action (CCA), visit the [CCA's website](#).