“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.