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A Letter from the editor...

Hi Everyone and welcome to the second winter edition of the Inside sCo-op!

Whether you are busy finishing exams and assignments or wrapping things up at your work term, I think we all want the same thing: SUMMER (unless you were lucky enough to find a job somewhere warm!) Despite the record breaking winter, the Tatham Centre has continued to be a busy place. This term began with the selection of six students to be the 'Co-op Student of the Year'. These students were celebrated with a ceremony that actually ended up on the news! You can read about these amazing students on page 3. Did you know that there is a new trend for employers to 'Google' or 'Facebook' candidates? Check out Career Corner for that cautionary tale. Other features include a student's co-op term at the 2010 Olympic site and an article with employers' tips on résumés, interviews and receiving an outstanding evaluation. I hope you all have a great end of term—Enjoy!

Alison Leppard



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A Work Term Project the World Will See

By Brandi Cowen

When the Winter Games arrive in Vancouver in 2010, 3B civil engineering student Michael Chan will be part of the Olympic magic. But Michael won't be competing in the Games; instead, he'll be watching world class athletes from around the globe live their dreams at a venue he helped construct.

Michael's last work term was with the Vancouver Organizing Committee, the group responsible for planning and staging the 2010 Olympics. As a Construction Inspector/Junior Civil Engineer, he worked on construction of the Whistler Sliding Centre, where bobsled, luge and skeleton competitions will be held.

"Basically, I would go out to the site, make sure everything was within our specs and check that all the measurements were correct and everything was done right," Michael explains, outlining his role in the construction process.



(Continued on page 2)

A Work Term Project continued...



Michael (left) with BC premier Gordon Campbell

“I’m constructing something that’s a once in a lifetime opportunity, and that’s going to stay with me forever.”

(Continued from page 1)

“Also, I would go and meet with the contractors and make sure everyone was on the same page before we moved on to the next step.”

In addition to his tasks at the construction site, Michael also helped organize a site visit for VIPs. The guest list included British Columbia Premier Gordon Campbell and various Olympians from past Games. “I was responsible for ensuring that all safety protocols were followed and ensuring that all preliminary presentation set-up the was complete,” Michael notes.

Despite all the amazing things Michael got to do during the term – including living at one of the world’s premier ski resorts, hobnobbing with gold medalists and working on the side of a mountain with a 25% grade – the most memorable part of the work term springs easily to his mind: “Being able to contribute to Canadian history... I’m con-

structing something that’s a once in a lifetime opportunity, and that’s going to stay with me forever.”

However, if it weren’t for Michael’s determination to land the job and his willingness to negotiate with the employer, his experience with the Vancouver Organizing Committee might have turned out very differently.

“Originally, this job was scheduled for a one year contract,” Michael recalls, “When I was applying to it, I was concerned, but it was a once in a lifetime opportunity.” He decided that he wanted to pursue the position, even if it meant he would graduate a year later than he’d originally planned. But before committing to an extra year of school, Michael discussed the issue with the employer to see if he could negotiate a four month term instead. “They said ‘sure, we can accommodate that’ and got me into the position.”

The lesson Michael learned from this experience is sim-



ple: “I don’t think people should ever be afraid of talking to an employer.”

Although he won’t be returning for a work term, Michael is planning to return to the site in two years, just in time for the Vancouver Olympics. “I want to see [the Sliding Centre] in action. It’s a really unique opportunity to look at it and say ‘hey, I did that’.”



Michael on the jobsite



CECS Reminders

Housing

Want to live on campus this summer? Spots are still available in Mackenzie King, Village I and Columbia Lake Village South. [Apply Now!](#)

Work Reports

For those on a work term don’t forget that work reports are generally due the week after classes start – So get a head start!

Jobmine Confidentiality

CECS would like to remind all JobMine users that any information regarding available job positions gained through JobMine is confidential. This includes all job

descriptions, employer identities and other pertinent facts regarding employment. This information is solely for University of Waterloo students and alumni who are seeking employment and may not be shared with anyone else.

Keep Your Information Current

Be sure to update your current telephone number and address in Quest. Additionally, make sure that your local phone number and email address are on your résumé. CECS may need to contact you to pass on important messages. If the department doesn’t have the right contact information, you could miss an important notice or even an interview.

Dana Porter Library -- Main Floor Renovations Start This Month

The main floor of the Dana Porter Library is getting completely renovated this spring / summer. Renovations are set to begin at the end of April, wrapping up sometime in August. During this time, the main floor will be entirely closed, although the rest of the Library will remain OPEN. The temporary entrance will be located on the west side of Porter, opposite Needles Hall. For more information on the renovations and what services will be available and where, see the Renovations Website.

Introducing: The 2007 Co-op Students of the Year!

Every year a committee from CECS chooses a 'Co-op Student of the Year' from each faculty. These students are chosen based on their grades, their contribution to their employer, their contribution to the co-op program and their volunteer work. In order to apply you need to receive an 'outstanding' evaluation from your employer that year. If you think you could be the 2008 Student of the Year in your faculty, apply here.

By

Alison Leppard

How would you like the opportunity to travel to Ireland to present your findings at an international conference? To organize a charitable soccer game for the Children's Miracle Network? To have your research published in medical journals?

The 2007 Students of the Year (SOTY) have done just that—and much, much more! The recipients of this prestigious award are nothing short of amazing; truly proving that the UW co-op program and its students are one of a kind.

Applied Health Sciences



Amanda Hird has not only had her research published in medical journals and

poster presentations, but she was the first undergraduate student to ever present at the largest radiation conference world wide in Los Angeles. Amanda, a third year health studies student, worked at Sunnybrook Health Sciences Centre in Toronto in the area of Radiology. Her pivotal work towards improving the quality of life for cancer patients has brought her to Belfast, Ireland to discuss her findings.

Arts

Carolyn Fitton

is no stranger to hard work—she has already received the 2006 SOTY for her impressive sales record and



Back Row: Anton Markov
Front Row (Left to Right): Kate Gardiner, Amanda Hird, Tegan Renner, Carolyn Fitton and Ray Cao

marketing work at Sybase iAnywhere. This past term she landed a job in the Corporate Communications and Community Affairs department at Microsoft Canada where she independently managed the subsidiary's citizenship programs including software donations, online safety initiatives, employee volunteerism and fundraising events. This third year sociology student is a marketing and promotions co-ordinator for the Federation of Students and the chair of the Youth Advisory Council at the Kitchener-Waterloo Community Foundation as well.

Engineering

Ray Cao, a third year Systems Design student, truly knows how to leave a good impression: at his



last job with Deloitte a client was so impressed, they of-

fered him a full time position at their company! Besides excelling in the area of consulting, Ray is also the president of Impact, the largest entrepreneurial organization in Canada. Since his involvement, the student-run, not-for-profit organization has grown from six members to 120 organizers across the country.

Environment

Alternatives Journal recently published a directory of every environment-focused program in the country. **Tegan Renner**, a fourth year environment and resource studies student was directly responsible, as she took on the large project of collecting all the information from scratch. She contacted deans and professors from across Canada to report about each of their unique programs and initia-



tives. Tegan is also the former service co-ordinator for the UW Sustainability Project.

Mathematics

Kaleidescape is an award winning high-tech company recognized for its innovative way of storing and viewing personal collections of music and movies.

Anton Markov, a third year computer science student, worked on the graphic interface of this product and was also awarded the Research in Motion Work Term Report Award for his research in adapting Kaleidescape products for foreign language users. Anton is also working towards implementing the charitable student-run organization Students Offering Support at UW.



Science

Besides being a Don and a contestant on the *Price is Right*, **Kate Gardiner** was most recently given the honour of being the national and provincial co-op student of the year! Her work towards preserving the quality of life of the palliative population at Sunnybrook Health Sciences Centre has been published on poster presentations at medical conferences. On Kate's one weekend off a month from being a Don, she volunteers at the Peel Distress Line helping troubled callers. This science and business student is graduating this term.

Career Corner:

Would you show up for a job interview naked?

CAREER services

By Kelly Kozar and
Alison Leppard

Probably not! So why would you expose yourself on a social networking site? While sites like Facebook were originally designed to provide post-secondary students with a social networking device, they have since been opened up to the general public to increase traffic.

With this new 'open to the public' policy there is a new trend for employers and even grad schools to 'Google' or 'Facebook' candidates as a preliminary background check. You may believe you are immune to such espionage since your profile is only available to your network, but recruiters have reportedly gained access to university networks with alumni's email addresses or even through current co-op students!

Despite all the media coverage focusing on employers reviewing social networking sites prior to making hiring decisions and the importance of a job seeker developing a professional online profile, a recent survey of their student clients conducted by Resume Solutions (Certified Resume Writing, Interview & Career Coaching business), revealed that more than 60% of the respondents were unaware that their social networking profiles could be viewed by potential employers.

There are all sorts of ethical issues surrounding this, but the fact is an employer can reject your application based on what is posted about you on the net without you even knowing it. It makes good business sense

to protect your online image, especially in co-op!

Google Yourself

See what is already posted online about you in the most common search engines. If you have a common name, use an initial or your city. Also, re-examine what you have posted on your social networking sites and your blog. A rule of thumb: would you like your Grandmother to see this? Consider wall posts, tagged photos, interests, applications, and groups.



What would Grandma think?

If there happens to be negative information posted about you by a third party, there are even services available to help clean up your online identity.

Use Privacy Settings

Facebook and MySpace have privacy settings that can greatly decrease the amount of people who have access to your profile. The more information available about you, the smarter it is to use it (not only for employers, but for your personal safety). If you haven't adjusted your privacy settings yet, everyone in your network has access to your photos, notes etc.

It is also a great idea to 'untag' yourself from any excessively provocative, outrageous or embarrassing photographs. But 'untagging' a photo doesn't mean it disappears: be assertive

with the people who are posting the pictures and videos and ask them to remove anything too questionable.

Create a Positive Online Image

Create personal web pages and profiles that include things like your résumé, hobbies, leadership activities and academic successes. Use it as another chance to sell yourself to future employers, offering a positive image (not one that includes explicit photos from spring break in Cancun).

To really stand out during your job search look into building your [online brand](#).

Colleagues

Think about what information you are offering your co-workers when you add them as a 'friend' on a social network site, especially permanent staff. You may be okay with one person seeing your profile, but it is quite possible that that person could share the information with others, maybe even your supervisor.

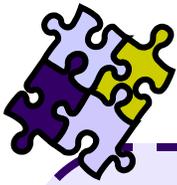
To Conclude

Be careful about what you post or what is posted about you online. This information could give employers the wrong impression, especially if they are unfamiliar with the norm of student profiles. When something is on the World Wide Web, it is no longer private, whether you like it or not.

In the end it's your choice. There is no need to tone down your social life but it may be a good idea to keep it off the net!

26% of hiring managers admitted to using the Internet to perform background checks
-Career builder.com

New York Times:
Many individuals have recently discovered that deleting their Facebook account is next to impossible. Facebook allows users the option to deactivate an account, but not to delete it.



Making Connections

Employers Advice on Résumés, Interviews and Being 'Outstanding'

By Alison Leppard

Ranking. Jobmine. Continuous Phase. If these terms have you puzzled, you are obviously not a co-op student at UW.

The culture of UW co-op is unique, with terminology and circumstances that exist nowhere else. But for a beginner, the whole concept of résumé writing, attending interviews and ranking employers can seem a little foreign. To ease your anxiety we went straight to the source, asking dozens of employers what they look for in a résumé, during an interview, and what warrants the coveted title of an 'outstanding' student.

On Résumé Writing

The résumé is the first contact you make with an employer. Obviously, proper spelling and grammar are essential, so make sure to have a few people proofread it beforehand. The less obvious tip is the critical thinking involved in the content. As one employer commented: "99% of the applications I review do not reflect any analysis from the student: students don't seem to read between the lines on what I'm looking for in a candidate and then make their pitch accordingly. I get generic cover letters (if at all) that in no way match the student's particular skills to my specific job requirements. The few students who actually show me some analytical thinking in their cover letters and résumés are pretty much guaranteed an interview." Try to think about what the employer is looking for and show him or her how your experiences and knowledge align with this. Another

thing to keep in mind is volunteer work: "volunteer experience is important—we expect students to have to take whatever job they can find to pay the bills, but volunteering shows that you are actually interested in the field."

On Interviews

One key thing: know something about the organization beforehand: "take some time to do a little research—the website, the group interview, talking to past students, the material on hand in the resource centre—they are all available to you." When answering questions during the interview you really want to draw connections between the job demands and your skills and background: "Students who can say, 'It seems that you're looking for a candidate who can do X; let me explain how I've done something similar' stand head and shoulders above others. It speaks to confidence, clear thinking, and good problem solving." Answer all questions in a way that portrays you in the best light possible and don't forget to ask some questions of your own at the end of the interview: "I'm impressed with students who come into an interview with a written list of questions. And, personally, I have no issues with a question about salary: Just don't make it the only question!"

Impressing your Employer

By definition, an outstanding student is someone who has gone above and beyond the job description, so try to impress your employer by the quantity and quality of work done—waste no time, and work consistently from your first day until your last day. Some

employers' ideas about an outstanding student: someone who is not afraid to ask questions, someone who has the ability to give and take orders, someone who can take feedback, and someone who takes initiative to offer new ideas and solutions to problems. With all this in mind, don't undervalue the basics: "I consider the following qualities as invaluable: self-confidence, willingness to learn, positive attitude and flexibility...a student can start with a solid foundation if they concentrate on the above four qualities. They are invaluable for life in general."

Culture

In many other parts of the world, people are considerably more modest than they are here in North America. If you are new to Canada, be sure to state your skills clearly and confidently, in what may seem to be a very boastful or arrogant way. Since an employer may only look at a résumé for about a minute, you need to grab their attention as quickly as you can.

To conclude, the main lesson here is to analyze the job description and research the organization so that you can make the connections with the demands of the job and your skills. Whether you are writing a résumé, in an interview, or on a work term, try to imagine how you appear in their eyes. With this simple advice, the rationale behind who is selected, ranked, and given an outstanding evaluation may seem a whole lot clearer.

Has respect for themselves and others

Understands and demonstrates the importance of confidentiality

Has an ability to see the "big picture" but remain focused on the details

An Outstanding student ...

Is friendly with a sense of humour

Relentlessly provides self-propelled progress updates in written or oral form

Always eager to take on new projects with a positive attitude and enthusiasm

Answers from employers



Meet this Winter's Co-op Students at the Tatham Centre



Back Row: (L-R) Ben Windling, PD Tutor; Cam Crawford, Events Assistant; Nik Jagsarran, Web Developer; Jitesh Parmar, Technical Support Assistant; Brandon Byers, WatCACE Research Assistant.
Middle Row: Melissa Baluk, PD Tutor; Claudia Gosav, PD Tutor; Katie Anderson, PD Tutor; Christina Pawliszyn, WatCACE Research Assistant; Stephen Brodie, Job-Mine Support.
Front Row: Tina Tang, PD Tutor; Lindsay Chey, PD Tutor; Gagan Pabla, Student & Faculty Relations Assistant; Alison Leppard, Media and Publications Associate.

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Have you had a co-op experience that you want to share?

If you think that you have had an experience worth sharing, send it to olaf@uwaterloo.ca with the subject line "Inside sCo-op Story."

If your story is selected, not only will you be overcome with fame and glory, but your story will be published in *The Inside sCo-op* and you will receive a thank you gift in appreciation. Don't feel like writing it all down? No problem! Make a 20 minute appointment with us, and we'll write your story for you!

The Inside sCo-op newsletter is published six times a year for co-op students, by co-op students, through the Co-operative Education & Career Services department.