

Career Counselling and Job Search - <https://studentsuccess.mcmaster.ca/careers/>

Career Counselling and Support -

<https://studentsuccess.mcmaster.ca/careers/counselling-and-support/>

#### Career drop-ins

Tuesdays and Thursdays 1:30 p.m. to 4:00 p.m. ET

The Student Success Centre's career team offers drop-in services, no appointment required, every Tuesday and Thursday, 1:30 p.m. to 4:00 p.m. ET. Drop-ins are offered on a first-come, first serve basis.

Visit us in the Student Success Centre in Gilmour Hall 110. Check in at the front desk.

#### Career counselling

Career counsellors work with you in a supportive and collaborative manner to help you make career, education, and life decisions.

At the Student Success Centre, our career counsellors help you:

Reflect, explore and plan your career and/or further education journey.

Clarify your thoughts and feelings about your career or education concerns.

Assess your interests, strengths, values and factors influencing your career development.

Locate career and education information to inform your decision making.

Strategize and develop a plan to achieve your career and further education goals.

Career assessments, such as the MBTI, Strong Interest Inventory, SkillScan and Challenge Cards are also available. Meet with a career counsellor to find out which tools can help you and gain access.

#### Job search coaching

Job searching is an important process in your career development. You may have questions about how to conduct your search effectively, including how to find suitable opportunities, how to prepare a successful application and more.

Job search coaching appointments can help you with any of the following:

#### Job search and application strategies

When deciding whether or not to apply to a job, consider the opportunity as a whole. This includes how it will build your transferable skills, connect you to professionals in the field, give you experience with an employer or industry, build your network and provide financial stability. Check out this section for guidance and effective strategies that can help you job search successfully.

#### One-on-one support

#### Job search coaching

Job searching is an important process in your career development. You may have questions about how to conduct your search effectively, including how to find suitable opportunities, how to prepare a successful application and more.

Job search coaching appointments can help you with any of the following:

Resume and Cover Letter

Job Search Planning and Strategies

Networking

Interview Coaching

LinkedIn Profile

Workplace concerns

Job offers

Our Job Search Coaches can help support your career decision-making. Book an appointment on OSCARplus > Student Success Centre > Appointments > Career Counselling and Job Search Coaching.

Have just a few quick questions?

Career drop-in

Tuesday and Thursday, 1:30 p.m. to 4:00 p.m. ET

The Student Success Centre's career team offers drop-in services, no appointment required, every Tuesday and Thursday, between 1:30 p.m. and 4:00 p.m. ET. Drop-ins are offered on a first-come, first-serve basis.

In-person drop-ins (20 minutes): Visit us in the Student Success Centre in Gilmour Hall 110. Check-in at the front desk.

Workshops

Our job search workshops and Q&As will provide you with the guidance, tools and strategies to make your job search more effective. Check out OSCARplus for the following online sessions.

Accommodations and Disclosure in the Workplace

Career Fair Prep

Job Search Strategies

LinkedIn Lab

Networking

Preparing for Interviews

Resume Lab

Summer Job Search

Transition to Work

Apply on Oscarplus: <https://www.oscarplusmcmaster.ca/home.htm>

Resume and cover letter feedback

It's natural to feel a lot of pressure when writing a resume and cover letter. In just a few pages, you need to persuade the hiring manager to consider you for the next stage in the process — an interview. Don't worry, our resume critiques and cover letter feedback can help you prepare a successful application so you can progress in the selection process.

Get objective feedback

One of the keys to writing an effective resume or cover letter is to get a second opinion and check that everything reads smoothly and makes sense to others.

Resume and cover letter critiques: Get objective feedback on your application materials from a trained peer. This will help you create a polished and concise resume that will resonate with employers. Book a resume critique on OSCARplus > Student Success Centre > Appointments > Careers.

Preparing a successful application

Before you start writing, do your research. Review the full job description so you know what skills, experiences or qualifications to highlight in your application. Research the organization or department so you can discuss how your values and interests are a match.

As you prepare your resume and cover letter, consider the elements of a successful application:

Honesty: Building trust with an employer starts with the resume. Be honest and straightforward.

Formatting: Many employers use software to scan applications. Use a simple resume format and a descriptive file name. Save as a .TXT .RTF .DOCX or .DOC file.

Accomplishments: Use effective statements to describe your accomplishments. Use active verbs and confident language to describe your contributions and the outcomes.

Consistency: Stick to your style choices on capitalization, punctuation, number form, grammar and more.

## LinkedIn support

Your online presence matters in your job search. LinkedIn is an effective tool that can help you connect with professionals, search for jobs, conduct job market research and more.

LinkedIn: Top ten tips - <https://studentsuccess.mcmaster.ca/top-10-linkedin-tips/>

## LinkedIn: Top ten tips

Did you know that approximately 70% of employers use social media screening in their hiring process?

October 7, 2025

### Tips for getting noticed

#### 1. Have a clear, professional headshot photo

One key element of networking is reciprocity. Support your LinkedIn connections by endorsing or recommending them, sharing their content, and following their activity.

Congratulate them on their accomplishments and comment on their posts. This will also help you to stay connected over time.

#### 2. Customize your public profile URL

This makes it easier for you to share your LinkedIn profile. A best practice is to use a variation of your first and last name. E.g. [linkedin.com/in/firstandlastname](https://www.linkedin.com/in/firstandlastname)

#### 3. Use private mode

When making a lot of updates, edit your profile's visibility in the settings and privacy tab and be sure to make your profile public again once you're done editing.

#### 4. Convey a genuine and professional message

Customize your summary by answering these questions: Who are you professionally – what do you do or want to do? Why are you unique? What are your skills and specialties?

Remember to include keywords for your industry. LinkedIn has also added AI writing tools. For help with the “About” section, you’ll find a “Get AI-Powered Suggestions” button at the bottom of the About text field.

#### 5. Share value in all your experiences

Structure your profile to include all of your experiences to show you’re well-rounded with a broad set of skills through accomplishment statements.

#### 6. Prove your accomplishments

LinkedIn allows you to feature content that you might not include in an application package. Include work samples (writing samples, lesson plans, designs), photos (from

events, placements, jobs), projects and so on. Be sure to consider privacy and publication privileges.

## 7. Skills and endorsements

Adding skills can increase your profile's visibility to recruiters, who use skills as a key factor in their searches. Profiles with 5 or more skills listed are 27 times more likely to be discovered by recruiters. Endorsements from others can increase your credibility (see note about reciprocity in tip #10).

## 8. Follow groups and companies

Stay up to date on current events in your industry and prove your interest to employers. Check out professional associations in your industry. Also, being active and engaging with content will increase your visibility in searches.

## 9. Connect with others

Request new connections with a customized invite message (the free version of LinkedIn allows five free connection messages a month). As you meet new people at networking events or future jobs, connect with them right away. Be sure to thank anyone who goes out of their way to help you network!

## 10. Build relationships

One key element of networking is reciprocity. Support your LinkedIn connections by endorsing or recommending them, sharing their content, and following their activity. Congratulate them on their accomplishments and comment on their posts. This will also help you to stay connected over time.

### Further resources and supports

Meet with SSC Job Search Coach to get feedback on your profile and how to use LinkedIn for your career development.

Book an appointment on OSCARplus > SSC > Appointments > Career Counselling and Job Search

Career drop-ins every Tuesday and Thursday 1:30 – 4pm in Gilmour Hall 110; First come basis, approximately 15-20 minute meetings.

Get support as you create your profile

Learn about the elements of an effective profile and get interactive support at our LinkedIn labs. Check OSCARplus > Student Success Centre > Events for dates and registration.

### Making connections on LinkedIn

Follow companies and groups: Stay up-to-date on current events, industry trends and job opportunities in your industry.

Engage with your peers: Endorse others for their skills, make recommendations and like posts and updates.

Share your accomplishments: Feel free to publish posts and articles to share your projects.

Follow the SSC on LinkedIn at <https://www.linkedin.com/company/student-success-centre-mcmaster-university/>

#### Interview preparation

Getting an interview is exciting, but it's not the end of the application process. In order to be successful, you need to do the work to get prepared and develop your interview skills.

#### Getting prepared

Do your homework: Research the organization and position details, and learn about industry trends.

Practice, practice, practice: Reflect on your experiences and practice explaining how your skills relate to the position responsibilities.

#### Virtual Interview Preparation -

[https://www.macvideo.ca/media/Virtual+Interview+Preparation+Webinar+Recording/1\\_cfq0l265](https://www.macvideo.ca/media/Virtual+Interview+Preparation+Webinar+Recording/1_cfq0l265)

#### Interview dos and don'ts

Do: Ask for more information about the position responsibilities if the job description was unclear.

Do: Ask what happens next in the application process.

Do: Send a short and personalized thank-you email within 24 hours after the interview.

Don't: Ask about wage, salary or benefits in the interview. You can discuss these details if you get an offer.

Don't: Ask about information that's already stated in the job description or listing.

Interview Workbook - [https://studentsuccess.mcmaster.ca/wp-content/uploads/2021/02/Interview-Workbook\\_2021.pdf](https://studentsuccess.mcmaster.ca/wp-content/uploads/2021/02/Interview-Workbook_2021.pdf)

Interview tips - <https://studentsuccess.mcmaster.ca/interview-tips-common-questions/>

#### Interview tips: Common questions

How can you set yourself apart in an interview? Do your homework, prepare actual stories from your experience and above all, practice!

October 16, 2025

Common questions

These questions can be asked at any company for any position. Examples are included later in the document. Consider different ways the same question can be asked, such as “why should I hire you?” and “what makes you a unique candidate?”

#### Field/industry specifics

What skills or attributes are important in your career area? For example, social services may emphasize interpersonal skills or ethics, whereas engineering may focus more on project management and problem solving.

#### Job posting

This is your biggest clue to what employers might ask you, and it may overlap with the field or industry questions you’ve thought about. What skills did the employer list? Can you come up with examples of how you demonstrated those skills?

Once you have a topic or theme identified, brainstorm the different questions interviewers could ask. Here are some examples:

#### Teamwork

Tell me about a challenging time when you worked with a group.

Tell me what role you typically take in a group or team.

What was the most successful experience you had working with a team?

#### Conflict

Tell me about a time when you had a conflict with a client or customer.

Tell me about a time when you had a conflict with a supervisor or professor.

How do you handle conflict?

#### Practice

Use Big Interview to find sample questions and practice answering.

**Tip:** Make a list of skills noted in the job posting and identify your most relevant example(s) to prove you have that skill. You can also find ways to integrate some of these within your answers (i.e., to showcase strengths and experiences).

#### Example

What they want: Group facilitation skills

At X company, initiated, created and facilitated 3 workshops for groups of 5-100 participant

What they want: Commitment to public health

Long term volunteer for health cause in the Hamilton community.

Co-ordinated fundraising effort resulting in raising \$200 for x organization

#### Common Questions

Tell us about your experience and interest in the position. (An alternative to tell me about yourself).

Briefly describe your experience, skills, accomplishments, goals and personal qualities.

Tell a story to help them understand the context.

Talk about your interest in the company and how you plan on making a positive contribution.

Discuss your educational qualifications; elaborate on the classes you took that are relevant to the position.

Relate specific experiences and how they have prepared you for this opportunity.

What would your current manager say is your biggest area(s) of improvement? (An alternative to asking about weaknesses, but is asking for the same information).

What are your goals in the next 5 years?

Be able to articulate a plan for your future.

May include a career/education path, the environment you anticipate being in, roles you would like to hold and contributions you would like to make.

Important to include how this opportunity/job aligns in with your plan.

#### Other commonly asked questions to consider

##### Behavioural-based questions

These questions are based on the assumption that your past behaviour is a good predictor of how you will act in the future. Your interviewer will ask questions to determine if you have the skills/traits that are considered vital to the organization's success. Your knowledge of the organization and job will help you predict what qualities/characteristics are most valuable. Behavioural based questions are likely to begin with "Tell me about a time when..." or "Give an example of ..."

How do you answer a behavioural question?

Decide ahead of time which experiences are the most relevant (refer to your research of organization and job); share your stories within the context of the opportunity.

Share experiences that involve positive outcomes; or demonstrate lessons learned when sharing challenging circumstances.

Draw on experiences from school, work, extra-curricular involvement, volunteer, study-abroad, internships and field placements, etc.

Use the STAR formula as a framework for your stories or examples

Situation (outline the situation)

Task (briefly outline the problem/obstacle/task that you were faced with)

Action (describe the specific steps that you took to approach the situation)

Result (what was the outcome and what did you learn)

Sample question: Give me proof of your persuasiveness

Sample answer:

During my summer internship I was assigned the task of conducting a benchmarking study for all of the communication expenditures for a major utility (SITUATION). I had to get the consensus of employees in several different departments. Unfortunately, they were cautious about following the lead of a summer intern (TASK). I had to schedule individual meetings with every employer and persuade each one that what I was doing would be ultimately beneficial to the department and to the company (ACTION). After a challenging month I finally got everyone's cooperation, the project went smoothly, and I met a very tight deadline. In addition, I was able to prove my communication skills within a professional environment – very different from a classroom (RESULT).

Other STAR-question samples

Tell me about a time when you were put in a situation and had to get up to speed quickly.

Describe a time when a project you were working on did not go according to plan?

Tell me about an experience where you excelled as an individual contributor.

Give me an example of a successful project you were a part of.

Tell me about your least favourite manager or professor?

Other behavioural-based questions to consider:

Tell me about the most difficult customer service experience that you have ever had to handle.

Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?

Give me an example of something you've done in previous jobs or school that demonstrates your willingness to work hard.

Tell me about a recent experience that you would describe as a real learning experience.

Tell me about a time when you anticipated potential problems and developed preventative measures.

#### Situational questions

Interviewers may also ask hypothetical questions ("What would you do..."), and usually pertain to their work environment. You can supplement your answer with concrete examples of how you have handled similar situations in the past, if applicable. Examples include:

What would you do if your shift was ending and you were not finished a project that your manager was expecting before you leave?

How would you handle a customer that came in to complain about a product?

What would you do if you saw your co-worker stealing money?

#### Stress Questions

Interviewers commonly pose 'stress' questions to assess how candidates react when put under pressure. More specifically, they allow the interviewer to gain further clarity about how you think and behave when facing uncertainty. Questions you may face:

If you were a novel, what would the summary on the back of the book say?

What would be your instant reaction if you realized you had lost something important and could not get it back?

If you could be any kitchen appliance, what would you be?

Why is your GPA not higher?

Why were you not more involved in extra-curricular activities while at university?

To prepare for these kinds of questions:

Be aware that these questions may come your way in the middle of a Q&A interview.

Remain professional, positive and focus on highlighting your skills.

Do not take the questions personally, make excuses or become defensive.

Often there may not be a correct answer; therefore, the logic and assumptions you present to support your responses are very important.

"Stress" may come in the form of the interviewer's manner rather than a specific question.

If an interviewer comes across as unfriendly, maintain a professional and friendly demeanor yourself.

## Build confidence with Big Interview

Big Interview is a comprehensive interview practice tool that will help you build confidence and develop your interviewing skills. Choose from a large database of interview questions to create your own practice sets that fit with the opportunity, occupation or interview type you're preparing for. Take advantage of Big Interview to prepare for work interviews, professional school interviews, clubs, volunteer opportunities and more.

## Networking strategies

Networking Workbook - <https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/06/Networking-Workbook.pdf>

Networking may seem intimidating, but it doesn't have to be. To put it simply, networking is connecting with people who share your professional interests. Informational interviews, coffee chats, LinkedIn connections and meetings are all different types of networking.

Through networking, people can offer advice, share their experiences and connect you with other people who might be able to help you meet your career goals.

### Getting ready to network

Know your career story: How have you shaped your career plan? Be ready to discuss your experiences and interests.

Do your research: Learn a bit about the person's industry or positions so you can discuss more than just the basics.

Be honest: Share your goals and discuss how connecting with others can help you.

Give back: Return the favour by emailing an article, liking a LinkedIn update, etc.

### MacConnect

Through the MacConnect Network, you have access to experienced alumni and McMaster community members who can offer advice to help you in your job search. Get started by setting up an informational interview or career conversation.

MacConnect - <https://macconnect.mcmaster.ca/>

## Job offers and salary negotiation

Negotiations usually begin at the official time of the job offer. However, sometimes salary expectations are asked for in a cover letter or interview. Before you start negotiating with the employer, gather information, plan your approach, consider different alternatives and viewpoints and prepare your strategy. Be flexible and realistic, and show your value.

Consider the entire compensation package as a whole, not just the salary or wage.

Compensation includes more than your pay cheque; it may also include health and dental benefits, vacation and sick time, retirement savings plans and stock options, to name a few. When preparing to negotiate some things to consider include your previous experiences and skills and the geographical location and size of the company.

Salary Negotiation - <https://studentsuccess.mcmaster.ca/salary-negotiation/>

### Salary negotiation

Whether you are negotiating for base salary, bonuses, benefits, stock options or other incentives, a successful negotiation involves three major components: planning, research and communication.

October 19, 2023

#### Planning

- ✓ Do your research: Starting salary negotiations without doing your research could have negative effects. Negotiations usually begin at the official time of the job offer. Before negotiating with your potential employer, gather information, plan your approach, consider different alternatives and viewpoints, and prepare your strategy.
- ✓ Know your market value: Check recent salary surveys, talk to others working in the field and contact trade or professional associations to find out what peers at competing organizations make. Understand your strengths and resources to respond to the employer's needs and assess your bargaining position.
- ✓ Know the job: Be clear on how your skills benefit the organization. If you don't have a lot of work experience, try to identify the role's needs and how you are a solution to their problems/challenges. Try to find specific ways to add value.
- ✓ Know what you want: Do a cost/benefit analysis to determine the best opportunity for you. Consider all appropriate elements, including the cost of living, transportation and expenses for the area.
- ✓ Prepare a strategy: Your negotiation strategy must be fully thought out and have facts and evidence to support your case. Be ready to respond to a variety of scenarios. For example, what if the employer finds your request to be too high? How will you respond?

#### Communication

Negotiations should begin after you receive a formal offer, preferably in writing. Once you're clear about the initial offer and you feel confident in your research, you can start a discussion with the employer.

- ✓ Be flexible: You're unlikely to get the exact offer you propose. Consider offering a salary range and deciding how much you are willing to settle for ahead of time. Some compromise may be in your best interest.
- ✓ Show your value: Emphasize what you have to offer the employer and why you're the best person for the job. Explain why you would like a change to the original offer by pointing out your strengths and accomplishments and how this makes you more valuable to the employer.
- ✓ Share your research: Inform your potential employer that you have researched the competitive market salary for this position and considered the responsibilities, skills and geographical area. Describe where your abilities and qualifications place you in the salary range.
- ✓ Consider what is most important to you: Factors to consider could include basic salary, health and dental benefits, vacation time, retirement savings plans, stock options and so on. Evaluate the total value of the offer according to what matters most to you.

Consider all the factors that could help persuade the employer to grant you a higher salary.

You have relevant work/volunteer experience that makes you more valuable to the company than other candidates.

You have particular technical expertise, which is in high demand.

You have an advanced degree in a specific and sought-after area of expertise.

You have a written offer from another company that proposes a higher salary.

You are currently employed in a similar area and making a higher salary.

Negotiation isn't about winning or losing. It's a two-way process where you and your prospective employer try to meet each other's needs. The employer wants to find the best person for the position at a cost that aligns with their budget, and you're trying to find the job that is best for you at the highest compensation.

Research salary information

Review job postings to find salary ranges. There will be differences based on factors such as industry, company size and geographical location. Try these websites to get started.

Payscale: Get accurate, real-time salary reports based on your job title, location, education, skills and experience.

Salary: A quick, easy to use tool for salary research.

Opportunext: Identify and research career paths that closely match an existing skillset, including salary information.

Canadian Labour Market Information: A career tool to help you plan for your future. In addition to salary, it provides useful information about occupations.

NACE National Association of Colleges and Employers: Information about salary trends and job market trends.

A variety of staffing agencies include salary guides Randstad, Robert Half Talent Solutions, Hays Salary Guide

Responding to a salary request

Many employers will ask for salary expectations in the cover letter. This helps the company determine which applicants fit their target hiring range. The reason employers will ask this question is to determine if their budget matches the candidate's expectations.

Option one: Answer the question directly

Do your research to identify a salary range for similar roles in the same geographical area. Let them know you have done some research and offer a range. Indicate your willingness to consider all aspects of the contract, including benefits, retirement savings plan, details of your responsibilities and other non-monetary compensation such as vacation time.

Option two: Postpone the answer

If you wish to try and postpone question, state in your cover letter something like...

"I am very interested in this opportunity and would like to learn more about the full scope of the role to identify a suitable salary range. My salary requirements are negotiable based upon the position and the overall total compensation package, including benefits."

If you have some experience...

"My past positions have ranged in salary from X to Y. I am very interested in learning more about this role's scope before providing a firm salary requirement. I am confident we can negotiate a mutually agreeable salary."

Despite your interest in postponing, be prepared to provide a more specific answer. Often during screening interviews, the interviewer will ask again and expect an answer.

In a negotiation process, employers can rescind an offer. For example, if a candidate's target salary is too far apart, they may conclude the candidate won't be happy if they have to make a big salary compromise. Remember, it's about ensuring a good fit between the employer and the candidate's needs.

#### When the salary is lower than expected

Ask about the company's approach to salary increases. Inquire when there would be an opportunity to review salary. There may be some goals you need to reach before they consider an increase.

Consider that company shares, RSP contributions and benefits have a monetary value. Money isn't always everything. Consider if other perks are valuable to you —flex time, working from home or hybrid, short commute, work culture and so on.

What is the value of the experience/ skills to your career long term?

#### Tips

Don't bring up salary until the employer does.

Always continue to demonstrate an interest in the job and stay open to negotiation.

Focus on your accomplishments, as salaries are determined in part by comparison with others doing the same job.

Do you have health concerns? Ask for more information about the health benefits coverage.

Are you feeling nervous? Practice with a friend or career advisor.

#### Job postings and fairs

Once you're prepared, we can help you connect with opportunities that suit your interests. Check out this section to learn how you can explore and apply for different on- and off-campus work opportunities.

#### OSCARplus job postings

We post jobs on OSCARplus daily

Did you know that our careers and employment team connects directly with employers who want to hire McMaster students? Throughout the year, we post thousands of opportunities on OSCARplus > Student Success Centre > Employment > Job Postings. You can even apply for jobs through OSCARplus. New jobs are posted all the time, so it's a good idea to check often.

Browse jobs on OSCARplus - <https://www.oscarplusmcmaster.ca/home.htm>

#### Campus work opportunities

There are so many ways to get involved and gain experience on campus, which makes it easy to find opportunities that match your interests and goals. Visit our Campus Jobs and Experience page (<https://studentsuccess.mcmaster.ca/careers/campus-jobs/>) to learn more, discover your options and access support.

### Campus Jobs and Experience

We know that students and alumni want to work at McMaster. The good news is that there are so many opportunities to create a career path for yourself at the university. Gain work and volunteer experience while you're a student. Access mentorship and receive insight from current staff. Apply your skills and experience by working at the university after you graduate. And more!

Use this page as a resource to create your career path at McMaster. Developed in partnership with McMaster Human Resources (<https://hr.mcmaster.ca/>)

Discover opportunities to work or volunteer at McMaster as a student

So, you want to gain work experience and develop skills by working or volunteering on campus. That's great! There are so many ways you can get involved, which makes it easy to find opportunities that match your interests and goals. Keep reading to learn more and take action.

### Work on campus

There are many job opportunities during the academic year and in the summer. Hiring happens at various times throughout the year that sometimes it's hard to keep track. We've got you covered. Here is a list of job opportunities and details to help your job search.

### Find and apply for jobs

#### The McMaster Work Program

The McMaster Work Program gives students who demonstrate financial need opportunities to work on campus part-time (max 10 hours/week) during the fall/winter terms and part- or full-time (max 35-40 hours/week) over the summer. There are more than 1,250 jobs available with more than 100 different McMaster departments/offices. Positions range from administrative support and customer service, athletic coordinators, research support and more.

McMaster Work Program - <https://registrar.mcmaster.ca/financial-support/work-program/>  
What is the work program?

The McMaster Work Program gives students who demonstrate financial need opportunities to work on campus part-time (max 10 hours/week) during the fall/winter terms and part- or full-time (max 35-40 hours/week) over the summer.

There are more than 1250 jobs available with more than 100 different McMaster departments/offices. Positions range from administrative support and customer service, to athletic coordinators to research support.

#### Student commitment

Students must be residing in Canada to participate

Once approved to participate, apply for work program positions through Mosaic, and include your approval letter from AwardSpring with each job application

Notify Student Services of changes in financial status, income, or enrolment

Report all work program income to OSAP

Remain enrolled in fall/winter terms to maintain work program eligibility

Maintain satisfactory work performance and attendance

Accept only one work program position at a time

Adhere to all McMaster employment standards

#### Who can apply

Eligible for the McMaster Work Program

Students are required to apply and/or reapply to the work program each term (Fall, Winter and Spring/Summer)

Fall/winter work program: All undergraduate and domestic graduate students enrolled in full-time studies during the applicable work terms.

Summer work program: Undergraduate students that were enrolled in full-time studies in the proceeding fall and/or winter terms and are returning to full-time studies the following year (i.e. not in graduating year)

Domestic students and international undergraduate students:

First-year international students are not eligible for the fall/winter work program, but can apply for the summer after their first year and every year beyond

International undergraduate students with a valid study permit are eligible to participate in McMaster's work programs (no work permit required). Information about working with a study permit for international students.

The work program is for students who have demonstrated financial need. All students eligible to apply to OSAP or Government Student Aid Programs are expected to apply to these programs BEFORE applying for any need-based aid program including the work programs.

If you are not eligible to apply for Government Student Aid Programs for a valid reason (i.e., a restriction), you will be assessed a need score based on the information provided on your AwardSpring application. If it is determined that you demonstrate need, the need score will be recorded on Mosaic and passed to AwardSpring, allowing you to apply for need-based aid.

To qualify for the summer work program, students must have demonstrated financial need in the previous fall and/or winter term, which is primarily determined by applying and qualifying for a government student aid program such as OSAP during the fall and/or winter term(s).

Not eligible to apply

Ineligible for McMaster Work Program

You are not eligible to apply for the work program if you:

Are not returning in the following fall/winter term (i.e. graduating students are not eligible for the summer work program)

Are not entitled to at least \$1 of OSAP student-loan funding (or funding from your government aid program)

You do not demonstrate financial need based on your Determination of Financial Need AwardSpring application

Are an international student in your first year of studies (you can apply for the work program that runs the summer after your first year)

Are a continuing education (MCE) student

Are not enrolled in a full-time course load

Are an international graduate student

Work Program FAQs

Can international students apply?

Level I, full-time international students may apply via AwardSpring for the Summer Work Program. After completing Level I or higher of an undergraduate program of study, international students can apply for both the Fall/Winter Work Program and/or the Summer Work Program. International students participating in the Work Program require a valid study permit and must be living in Canada during their period of employment in the fall, winter and/or summer terms. Learn more about working while you study.

How much money can I expect to make?

Employers are obligated to pay an hourly wage of at least the Ontario Minimum Wage; however, many employers pay more. Check the job posting for the rate of pay. The Fall/Winter Work Program allows students to work a maximum of 10 hours per week. Summer Work Program jobs may be part- or full-time to a maximum of 40 hours per week.

How long does it take to receive work program approval? Where can I review the status of my application?

Please allow one full business day for a decision on your work program application. A status of Awarded (\$1) means you are eligible to participate in the work program.

Can I have more than one work program job?

No. Students can hold only one work program position at a time.

Why aren't I matched with any need-based opportunities?

To be eligible for need-based aid such as bursaries and the work program, your OSAP/government aid assessment must show an entitlement of at least \$1. Once your application has an assessment, you'll be able to review and apply for needs-based aid on AwardSpring within two business days.

Can I apply for the work program if I don't receive OSAP?

The work program is for students who have financial need, which is primarily determined by applying and qualifying for OSAP.

If you are not eligible to apply for OSAP for a valid reason (i.e., you are an out of province student or you have an OSAP restriction), you will be assessed a need score based on the information provided on your AwardSpring application.

If it is determined that you demonstrate need, the need score will be recorded on Mosaic and passed to AwardSpring, allowing you to apply for need-based aid.

Mosaic <https://csprd.mcmaster.ca/psp/prcspred/?cmd=login>

Departments across campus post jobs here. Plus, this is where you can apply for teaching assistant (TA) positions.

OSCARplus <https://www.oscarplusmcmaster.ca/home.htm>

We work closely with campus departments and employers to connect you with jobs and experience-building opportunities. There are thousands of jobs posted throughout the year. Find them and apply under Student Success Centre > Employment > Job Postings.

Housing and Conference Services <https://housing.mcmaster.ca/careers/>

Find positions to work with Housing & Conference Services directly on their website. Roles include residence positions like community advisor (CA) and more. If applications are open for a role, it will be indicated by “NOW HIRING.”

Campus Store <https://www.instagram.com/maccampusstore/>

The Campus Store typically hires student staff in the spring or early summer. Follow @MacCampusStore on Instagram for hiring updates.

Athletics & Recreation <https://active.mcmaster.ca/about/job-opportunities/>

As the largest employer of students on campus, Athletics & Recreation offers part-time paid and volunteer positions during the fall/winter school year and full-time seasonal employment during spring/summer in a number of areas. Find opportunities on their website.

Work on Campus: Summer Job Fair <https://studentsuccess.mcmaster.ca/events/>

McMaster departments want to hire enthusiastic student staff who want to gain experience working on campus. Join us at the fair to network, discover on-campus jobs, learn about the hiring process and get the information you need to apply. Through working on campus, you get to share diverse viewpoints, help departments stay engaged and make an impact on the student community.

Professional development for student staff

Thinking about what happens after you graduate? Consider working at McMaster Your journey of development and growth can continue after graduation through joining our community of staff. Apply your academic expertise in a work setting, plus access all the benefits of working at McMaster. Check out this section for information on how you can create your career path here after you graduate.

Learn about working at McMaster

About working at McMaster

As an institution, we’re strongly committed to employment equity

(<https://hr.mcmaster.ca/employees/employment-equity/>) and focus on creating an inclusive work environment that values every individual’s strengths, perspectives and contributions. We foster a diverse, collaborative and multi-generational work culture.

Get insights from current McMaster staff

Job Shadow Program:Spend a day or half-day job shadowing a department on campus. This can involve shadowing one or more staff members to provide of a day in the life of a McMaster employee.

Career Conversations: Connect for a one-on-one conversation with alumni who are currently working here at McMaster University. Learn about their academic and career journey and as well as the benefits of working at the university. Go to OSCARplus > Student Success Centre > Career Conversations and select that you would like to talk to a McMaster employee.

Access McMaster mentorship

Formal Mentorship Program

Get matched with a McMaster employee for a four to five-month program where you get to receive mentorship by tapping into their professional experiences working at the university. We'll match you with a mentor based on your career goals, interests and preferences. Outside of getting to receive valuable mentorship, this is a great way to learn what career opportunities are available on campus for after you graduate.

Go to OSCARplus > Student Success Centre > Mentorship to apply.

Find job opportunities

McMaster's Human Resources Services

McMaster's Human Resources provide a range of job opportunities for student employees, professionals in mid-career transitions, and experienced workers with a length of service of up to 54 years. They prepare students to become global citizens and leaders of the future by facilitating a variety of year-round work study programs, co-op placements and internship opportunities. <https://hr.mcmaster.ca/careers/work-at-mcmaster/>

Student Success Centre Job Search

Job searching is a valuable life skill. There are many factors to consider that can make your job search a success. We can help you learn about strategies, resources and services so you can find a job that's right for you. Did you know? Alumni have access for up to five years after graduation. <https://studentsuccess.mcmaster.ca/careers/job-search/>

Job fairs

Job fairs are a great way to meet employers and learn about positions in different industries. We host several job fairs and events to support your job search and connect you with interesting organizations and opportunities.

Fall Career Fair: This campus career fair takes place every year in September.

Community Engagement and Volunteer Fair: Learn how to get involved in the community and gain experience at this fair, which happens every September.

Volunteer and Part-Time Job Fair: We host this fair twice a year, usually in May and November.

Connect to Careers Job Fair: This community job fair takes place every year in March.

Explore our career events - <https://studentsuccess.mcmaster.ca/events/>

Career Fair: After the Fair - <https://studentsuccess.mcmaster.ca/career-fair-after-the-fair/>

Career Fair: Preparation - <https://studentsuccess.mcmaster.ca/career-fair-preparation/>

Events:

Employment Connections: Final-Year Students and New Grads

<https://studentsuccess.mcmaster.ca/employment-connections/>

Employment Connections: Final-Year Students and New Grads Event

August 01, 2025 to April 30, 2026

Wondering how to get a job after you graduate? We can help with that Final-year students and new grads, we're...

Intercultural Learning Certificate <https://studentsuccess.mcmaster.ca/intercultural-learning-certificate/>

Intercultural Learning Certificate Event

October 01, 2025 to April 30, 2026

Intercultural learning opportunities open to all McMaster students One of McMaster's greatest strengths comes from the diversity of our campus...

Tax Season <https://studentsuccess.mcmaster.ca/tax-season/>

Tax Season Event

March 01, 2026 to April 30, 2026

Free tax support! Reduce stress this tax season with help from Mac's Money Centre We know that tax season —...

Career Fair: Preparation

Career fairs are events that connects McMaster students and alumni with employers to provide information to students, about their respective companies and organizations. Most importantly, they provide information about their recruiting process.

February 11, 2025

Although some companies will not be actively recruiting, they are still looking for potential employees to hire in the future. Therefore, make the best first impression possible!

Why should you attend?

An opportunity to gather information about employers who hire McMaster students/alumni for a variety of positions, including: co-ops, internships, summer and full-time positions.

A chance to research a company you may be interested in working for.

Learn how your skill set will add value and about key qualifications/skills you could develop to enhance your marketability.

A forum to talk with employers about their career paths

To network and make contacts and begin to build relationships with employers. If you are early in your studies, it will enable you to have a head start when looking for employment.

Before the fair

Update your resume and cover letter and have it critiqued.

Update your LinkedIn profile. Be sure to request to connect with your new contacts after.

Create a business card to leave a lasting impression.

Research the companies attending the fair using OSCARplus, company websites, social media; business magazines, talk to people who work there. Showing potential employers that you have knowledge about and an interest in their company is a great way to make a positive impression. If in need of accommodation, research companies' accessibility initiatives.

Once you have researched the companies and identified the ones that are of most interest to you, prepare a set of questions that you will ask at the fair. Examples:

What are the main skills (soft and technical) that your organization looks for in candidates for X role?

What makes a person successful in this role and/or organization?

What advice do you have for university students/graduates regarding getting into this field?

Are there professional networking opportunities you would recommend?

How would you describe the culture of the organization?

Mention what you've learned about the organization and ask a related, relevant question.

Questions should not pertain to salary, benefits; they are not appropriate for this setting.

Prepare your pitch

Prepare your 30 second or less introduction. This is a "snapshot" of you that the representative can use to understand who you are, what you do and what you are looking for, including your interest in the company.

Practice introducing yourself and get feedback. Be yourself.

During the fair

First impressions count!

Dress Appropriately – Business Casual or Business Formal

Make eye contact

Speak clearly

Smile!

Bring the essentials: copies of your resume, a portfolio (if applicable), business cards, pen and paper.

When meeting potential employers, remember:

Ask key questions that you have prepared. Ask about accommodation and disclosure if needed.

Show that you are a good listener through eye contact. Give 100% of your attention to build rapport effectively.

Present yourself positively and confidently.

Do not use negative words to describe your previous employment experiences.

Find out the hiring process for the company.

Acknowledge timing. Check in with the representative, be specific and excuse yourself at the end of the conversation to allow others a chance to connect. Obtain follow up information, if possible.

After conversation ends, discreetly record details of your conversation to be used later in follow up.

This event is not being held for individual, formal interviews, but rather to allow important contacts with companies looking to hire McMaster graduates and/or students.

#### After the fair

Simply attending the fair and handing out your resume is not going to land you that highly-coveted job; you must follow up with companies that provided you contact information and business cards. Please check ([insert link](#)) Career Fair – After the Fair tip sheet to optimize your chances of getting an interview.

#### Company recruitment sessions

##### Transition to work

So, you got a job. Congratulations! You may be wondering how to navigate what's next, including workplace etiquette, professionalism, rights and responsibilities and more. Keep reading to find out.

##### Transition to work

So, you got a job. Congratulations! You may be wondering how to navigate what's next, including workplace etiquette, professionalism, rights and responsibilities and more. Keep reading to find out.

#### Professionalism and workplace etiquette

The first few days, weeks or even months at a job are a learning opportunity — not just about your job, but about how the company operates. Observe and ask questions if you're unsure about anything.

Maintain professional relationships with your supervisor and coworkers. Consider asking about...

Workplace culture and norms: These can vary from company to company.

Staff introductions: Are they self-directed or arranged by the employer?

Email etiquette and communication: Ask your supervisor what their preferences are.

Communication processes: These include sick days, appointments, vacation date, late messages and so-on.

Supervisor interactions: How often do you need to check in?

Breaks and lunches: Find out if there is a set time.

Project management, priorities and time management: Find out what's expected from you.

Training and evaluation: Ask about the different processes.

Rights and responsibilities

It's important to know about your rights and responsibilities as a worker in Canada. Review these resources to learn more.

Employee rights - <http://www.ccohs.ca/youngworkers/resources/employeeRights.html>

Employment Standards Act - <http://www.labour.gov.on.ca/english/es/pubs/guide/>

Human Rights Code - <http://www.ohrc.on.ca/en/ontario-human-rights-code>

Accommodations and disclosure

If you need an accommodation or if you're unsure if you should disclose something to your employer, Career Access Professional Services (CAPS) can help. These services are for students and alumni who identify as a member of an equity-seeking group or have barriers to employment.

## Resources

Accessible Involvement and Volunteering (PDF)

Accommodations and disclosure

One-on-one support

The CAPS team provides individualized support to assist with all aspects of career development including exploration, preparation and the building of skills and confidence.

Email us ([careeraccess@mcmaster.ca](mailto:ccareeraccess@mcmaster.ca)) or book an appointment on OSCARplus > Student Success Centre > Appointments > Careers.

Resume and Cover Letter

Job Search Planning and Strategies

Networking

Interview Coaching

LinkedIn Profile

Workplace concerns

## Job offers

Career Decision-Making - <https://studentsuccess.mcmaster.ca/careers/career-decision-making/>

When it comes to planning and developing your career, you'll be faced with many decisions. But you don't have to feel overwhelmed or intimidated — every decision is an opportunity to learn and grow. We can support you and help you gain confidence as you make important decisions in your career journey.

## Book an appointment

Meet with our career counselling and job search coaching team to receive personalized support. Visit OSCARplus (under Student Success Centre > Appointments > Career Counselling and Job Search Coaching. Then, browse the appointment types and register.

## Decisions, decisions, decisions

You may not realize that your interests, values and skills fit with a wide variety of careers and industries — but they do. Before you start making significant career decisions, it's important to reflect on your experiences and professional traits.

Reflecting means taking the time to get to know your skills, career interests and goals. This will set you on the right track so that you can explore your career options and discover your next move.

### Career Planning Essentials (online program)

Career Planning Essentials is a free, self-paced online program

This online program is designed to help you build more self-awareness, reflect on what is important for you and explore your career options. At the end, we'll help you pull together everything you've learned and develop an action plan.

Modules cover the following topics:

### Career planning and values

SkillScan assessment: Discover your skills and connect to the workplace

Personality assessment: Discover your personality and careers that fit

Interest inventory, Digital Challenge Cards: Discover your areas of interest

Recap and action planning

Career and further education exploration resources

Registration

You can register any time and work through the modules at your own pace. Register for the course on OSCARplus > Student Success Centre > Events. Then, find the most recent registration link (posted on the first week of each month) on the calendar.

<https://www.oscarplusmcmaster.ca/>

One-on-one support

Book an appointment on OSCARplus > Student Success Centre > Appointments > Career Counselling and Job Search Coaching.

Career assessment tools

Myers-Briggs Type Indicator: A personality assessment that will help you learn about your natural preferences and strengths. An individual debrief with a career counsellor is required.

Watch: Myers-Briggs Type Indicator -

[https://www.youtube.com/watch?time\\_continue=1&v=RoQj9Mvqip0&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=1&v=RoQj9Mvqip0&feature=emb_logo)

Strong Interest Inventory: An interest assessment that gives you a detailed report on your interest themes, and offers career suggestions. An individual debrief with a career counsellor is required.

Watch: Strong Interest Inventory - <https://www.youtube.com/watch?v=scgqCyxe1QY>

SkillScan Drive Report: A self-directed skills assessment tool that features a comprehensive profile of your transferrable skills and preferences. Your report will include detailed information about your strengths, practical ideas for developing skills and suggested career and education options. An individual debrief with a career counsellor is recommended.

Sample SkillScan report - <https://www.skillscan.com/sites/default/files/2023-02/SkillScan%20Drive%20Sample%20Report.pdf>

Digital Challenge Cards: A career discovery and assessment tool that can help you consider your career options based on what has purpose and meaning for you. All you have to do is think about which challenges you want to explore. Learn more and get started with Digital Challenge Cards - <https://studentsuccess.mcmaster.ca/digital-challenge-cards/>

Have questions about career assessments?

Book a career counselling appointment to access our career assessments and tools.

Register on OSCARplus > Student Success Centre > Appointments > Career Counselling and Job Search Coaching.

One-on-one support

Our career counsellors can help support your career decision-making. Book an appointment on OSCARplus > Student Success Centre > Appointments > Careers.

Have just a few quick questions?

Career drop-in

Tuesday and Thursday, 1:30 p.m. to 4:00 p.m. ET

The Student Success Centre's career team offers drop-in services, no appointment required, every Tuesday and Thursday, between 1:30 and 4:00 p.m. ET. Drop-ins are offered on a first-come, first-serve basis.

In-person drop-ins (20 minutes): Visit us in the Student Success Centre in Gilmour Hall 110. Check-in at the front desk.

Go beyond Google with your research

Making informed career decisions requires research. During this process, you may find out that the realities of certain industries or positions differ from your expectations or assumptions. Here are some recommended resources to help you go beyond Google in your research.

Tips and resources

Here are some tip sheets, prepared by our team of careers experts, to help you explore the possibilities of your career.

Career Ready Skills - [https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/Career-Ready-Skills\\_August-2020.pdf](https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/Career-Ready-Skills_August-2020.pdf)

Guide to Career Planning - [https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/Guide-to-Career-Planning\\_August-2020.pdf](https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/Guide-to-Career-Planning_August-2020.pdf)

Considering medical school? - <https://studentsuccess.mcmaster.ca/considering-medical-school/>

Considering law school? - <https://studentsuccess.mcmaster.ca/considering-law-school/>

Considering a career in mental health counselling? -

<https://studentsuccess.mcmaster.ca/considering-a-career-in-mental-health-counselling/>

5 traits to help you navigate your career - <https://studentsuccess.mcmaster.ca/five-key-traits-to-help-navigate-your-career/>

Career and job market information

ALIS: Alberta occupations database

BC Career Trek: Videos of people in various career fields and industries

Career Cruising: Canadian career and education database

ConnectEd: Day in the life video series

O\*Net: U.S. national occupational database

Ontario Labour Market: Job market information on more than 500 occupations

U.S. Bureau of Labour: Occupational information and labour trends

Careers by major

The SSC career counsellors have curated these resources to help you connect your major options to career possibilities.

What Can I Do With A Major In ... (UC Berkeley) - <https://career.berkeley.edu/start-exploring/majors-to-career/what-can-i-do-with-a-major-in/>

Career Information by Major (Wilfred Laurier University) - <https://students.wlu.ca/work-leadership-and-volunteering/career-and-employment-support/career-planning/career-information-by-major.html>

Careers by Major (University of Toronto) - <https://www.utm.utoronto.ca/careers/career-planning/careers-major>

Explore Occupations (University of Manitoba) -

<https://umanitoba.ca/careerservices/career-planning/explore-occupations>

Skills in demand

Innovation Skills (Conference Board of Canada) -

<https://www.conferenceboard.ca/hcp/innovation-aspx/>

Career Readiness Competencies (National Association of Colleges and Employers) -  
<http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

Future Work Skills (Institute for the Future) - <https://www.iftf.org/>

Have a career conversation

Often, the easiest way to learn the truth about a specific industry or position is to chat with someone who's been there through a career conversation or informational interview.

Informational interviews aren't as intimidating as they may sound. They're usually an informal conversation with a professional who can answer questions and offer advice related to their career field.

Informational interview tips

Getting comfortable with informational interviews is an important skill that can support your career decision-making and job search.

Watch: The Informational Interview (3 min) -

<https://www.youtube.com/watch?v=m6Pa4ZB4mvQ>

Informational Interview Tips - <https://studentsuccess.mcmaster.ca/informational-interviews/>

OSCARplus career conversations and mentorship

Did you know you can find a mentor and sign up for career conversations through OSCARplus? Opportunities exist for one-on-one career conversations or long-term

mentorship programs. To sign up for a career conversation or register for a mentorship program, visit OSCARplus > Student Success Centre > Mentorship and Career Conversations.

Get started on OSCARplus - <https://www.oscarplusemcmaster.ca/home.htm>

Career Conversations - <https://studentsuccess.mcmaster.ca/experience-building-career-conversations/>

MacConnect - <https://macconnect.mcmaster.ca/>

MacConnect is a networking platform of McMaster alumni who are interested in helping members of the McMaster community succeed. Explore alumni profiles and easily set up informational interviews.

Job Search - <https://studentsuccess.mcmaster.ca/careers/job-search/>

Campus Jobs and Experience - <https://studentsuccess.mcmaster.ca/careers/campus-jobs/>

Further Education - <https://studentsuccess.mcmaster.ca/careers/further-education/>

Your education doesn't have to end when you finish your undergrad. There are many postgraduate opportunities that can help you meet your career goals. We can help you do the research to support your decision and find a further education opportunity that makes sense for you.

#### Book an appointment

Meet with our career counselling and job search coaching team to receive personalized support. Visit OSCARplus (under Student Success Centre > Appointments > Career Counselling and Job Search Coaching. Then, browse the appointment types and register.

#### Program types

How does further education fit into your career plan? Maybe you need a graduate degree (master's or PhD) or postgraduate certificate to pursue your dream career. Or maybe you just want to continue learning and building skills before you enter the workforce. We can help you make an informed decision on which type of further education best suits you.

#### Graduate school

Why attend grad school? Doctoral (PhD) and master's programs can help you build specialized skills and knowledge related to your career field. These programs and degrees can help you meet your goals and get to the next phase in your career path.

Guide to Grad School - <https://studentsuccess.mcmaster.ca/guide-to-grad-school/>

#### Research your options

McMaster School of Graduate Studies: McMaster offers many exciting graduate programs. Visit the McMaster School of Graduate Studies website for more information.

Career Cruising: This career guidance resource features Canadian information on hundreds of occupations and educational opportunities.

Universities Canada database: A detailed directory of almost 15,000 university programs (graduate and undergraduate) across Canada

CanLearn: A helpful Canadian program search tool

Postgraduate certificates

Further education doesn't just refer to master's and PhD programs. Postgraduate certificate programs are a great way to build on your undergraduate degree. These opportunities are usually one-year, career-focused programs that include co-op or work placement.

<https://continuing.mcmaster.ca/>

McMaster University Continuing Education

McMaster offers many professional certificates through Continuing Education. Some of the programs allow you to complete the certificate while pursuing your undergraduate degree.

<https://www.ontariocolleges.ca/en>

Ontario Colleges

The Ontario Colleges website is a great resource to help you explore different certificate options. Try searching for "graduate certificates," "postgraduate diplomas" or "accelerated programs."

Self-directed online learning

You can expand your learning and development through online, self-directed courses.

Massive online open courses (MOOCs) are flexible opportunities that let you be curious, explore your interests, and expand your skills and knowledge without committing to a traditional course structure.

Self-directed learning platforms

LinkedIn Learning (<https://www.mcmaster.ca/uts/linkedinlearning/>): An online training database with thousands of video courses on business, education, design, photography, programming, animation, video, audio and music. As a McMaster student, you have access to thousands of courses on LinkedIn Learning.

edX(<https://www.edx.org/course>): A collection of more than 2,500 online courses from 140 top institutions.

Coursera (<https://www.coursera.org/>): A database of online courses and programs from more than 190 universities and companies.

Further education support

Researching and applying for programs can be a lot to deal with — but you're not in it alone. We offer workshops, one-on-one appointments and resources to help you with research, planning and program applications.

### Further Education Essentials (online program)

Further Education Essentials is a free, self-paced online program

This program is designed to help you build more self-awareness, reflect on your options, understand the process of applying and explore further education options. At the end, you will have knowledge about graduate and professional school applications, including exploring your options and making decisions.

Modules cover the topics:

Reflect on your education plans

Explore your options and evaluate your choices

Research your options and create your plan

Begin the application process

Bonus materials: Frequently Asked Questions

Registration

You can register any time and work through the modules at your own pace. Register for the course on OSCARplus > Student Success Centre > Events. Then, find the most recent registration link (posted on the first week of each month) on the calendar.

Workshops

We offer a series of workshops on further education every fall term. Join us at these sessions to explore your options and learn how to prepare successful program applications.

Check OSCARplus > Student Success Centre > Events for the most up-to-date workshop details and listings.

Considering Graduate School?: Get an overview of your graduate school options and get tips on how to explore different programs.

Alternatives to Graduate School: There's more to further education than just graduate school. Explore the full range of further education options.

Considering Medical School?: Learn how to prepare a successful Ontario medical school application.

Preparing for Medical School Interviews: Learn what to expect and how to prepare for your medical school interview.

Online Chats With Professionals: Ask a professional about their further education experience and career preparation. Online Chats for the following programs and careers are available: medical school, law school, teachers college, social work, physiotherapy, occupational therapy, speech-language therapy and public health.

Further Education Webinars - <https://echo360.ca/collections/de796dae-136b-44b9-ab3d-7e6c0382100f>

One-on-one appointments

Do you want help with your further education decisions? Do you need help exploring program options and preparing applications? We're available to meet with you one-on-one to answer your further education questions. Book an appointment on OSCARplus > Student Success Centre > Appointments > Careers.

Have just a few quick questions?

Career drop-in

Tuesdays and Thursdays, 1:30 p.m. to 4:00 p.m. ET

The Student Success Centre's career team offers drop-in services, no appointment required, every Tuesdays and Thursdays, between 1:30 p.m. and 4:00 p.m. ET. All drop-in meetings are offered on a first-come, first-serve basis.

In-person drop-ins (20 minutes): Visit us in the Student Success Centre in Gilmour Hall 110. Check-in at the front desk.

Brought to you by the Student Success Centre (SSC) and Alumni Career Services.

Research and application support

Tip sheets

Guide to Grad School - <https://studentsuccess.mcmaster.ca/guide-to-grad-school/>

How to Ask for Grad School References - [https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/How-to-Ask-for-Grad-School-References\\_Fall-2020.pdf](https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/How-to-Ask-for-Grad-School-References_Fall-2020.pdf)

Program Research Organizer - <https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/10/Further-Ed-Program-Research-Organizer.xlsx>

Personal Statement and Letter of Intent - [https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/Personal-Statement-Letter-of-Intent\\_August-2020.pdf](https://studentsuccess.mcmaster.ca/wp-content/uploads/2020/11/Personal-Statement-Letter-of-Intent_August-2020.pdf)

Writing a curriculum vitae (CV) - <https://studentsuccess.mcmaster.ca/writing-a-curriculum-vitae-cv/>

Considering Law School? - <https://studentsuccess.mcmaster.ca/considering-law-school/>

Considering medical school? - <https://studentsuccess.mcmaster.ca/considering-medical-school/>

Considering medical school abroad? - <https://studentsuccess.mcmaster.ca/considering-medical-school-abroad/>

Videos (recorded webinars)

Overview of Grad Applications - <https://studentsuccess.mcmaster.ca/considering-medical-school-abroad/>

Considering teacher education? - <https://studentsuccess.mcmaster.ca/considering-teacher-education/>

Personal Statements and Letters of Intent -

[https://www.macvideo.ca/media/Personal+Statements+and+Letter+of+Intents/1\\_vsxp03a3](https://www.macvideo.ca/media/Personal+Statements+and+Letter+of+Intents/1_vsxp03a3)

Interview preparation

Build confidence with Big Interview

Big Interview is a comprehensive interview practice tool that will help you build confidence and develop your interviewing skills. Choose from a large database of interview questions to create your own practice sets that fit with the opportunity, occupation or interview type you're preparing for.

Get started with Big Interview - <https://studentsuccess.mcmaster.ca/big-interview/>

Big Interview Student Guide - <https://biginterview.com/student-guide/>

Tip sheets

MMI Interview Prep - [https://studentsuccess.mcmaster.ca/wp-content/uploads/2021/01/MMI-Interview-Prep\\_January-2021.pdf](https://studentsuccess.mcmaster.ca/wp-content/uploads/2021/01/MMI-Interview-Prep_January-2021.pdf)

Interview Prep - Further Education - <https://studentsuccess.mcmaster.ca/interview-prep-further-education/>

Videos (recorded webinars)

Preparing for Medical School Interviews -

[https://www.macvideo.ca/media/Preparing+for+Medical+School+Interviews+-+Presentation+Recording/1\\_sr7cn2d2](https://www.macvideo.ca/media/Preparing+for+Medical+School+Interviews+-+Presentation+Recording/1_sr7cn2d2)

Recommended reading

Katherine passionately explains a campus service to a student, pointing toward a CAPS (Career and Professional Services) poster—highlighting support for employment and career development.

A guide to seasonal employment: find your next work opportunity

Oct 17

Many employers are underway with their seasonal hiring this fall. Here's what you need to know to successfully secure a seasonal position.

## Journey

Jillian speaking with a student

How to gain experience when you don't have experience

A common concern among new grads is, "how do I get experience if I need experience to get the job?" Good question. Volunteering is one way to contribute to your community while building skills, gaining experience and exploring career options. Here are some examples.

Read the Journey - <https://studentsuccess.mcmaster.ca/how-to-gain-experience-when-you-dont-have-experience/>

Alumni Career Services

Get Ready

With a clearer idea of where you want to go... you can now equip yourself with the skills and tools to implement your plan and achieve your goals. A great LinkedIn profile and resume may get you the interview... polished interview skills and strategic networking will help you get the job. Learn best practices to maximize your opportunities.

## Information Box Group

Events & WorkshopsLearn -

<https://alumni.mcmaster.ca/s/1439/17/interior.aspx?sid=1439&gid=1&pgid=737>

The alumni team offers a variety of webinars and events to help you grow professionally and personally – most offerings are free and webinars are often recorded so you can view when it's convenient for you. See what's coming up!

Resume / Cover Letter -

<https://mcmasteru365.sharepoint.com/sites/AlumniCareerServicesProjects-WebsiteResources/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAlumniCareerServicesProjects%2DWebsiteResources%2FShared%20Documents%2FResume%2C%20CV%20Cover%20Letter%20Writing%2FResume%20and%20Cover%20Letter%20Tips%2Ecombined%202024%2Epdf&parent=%2Fsites%2FAlumniCareerServicesProjects%2DWebsiteResources%2FShared%20Documents%2FResume%2C%20CV%2C%20Cover%20Letter%20Writing>

LinkedIn ProfileWatch Now

Watch this video to learn how to best present yourself on LinkedIn

<https://echo360.ca/media/4c40c7b3-4b2c-4744-98ca-6f5768ed6b83/public>

Personal Branding - <https://alumlc.org/mcmaster/2679>

Watch this webinar recording to learn how communicate your personal brand

## Interview Prep

<https://mcmasteru365.sharepoint.com/sites/AlumniCareerServicesProjects-WebsiteResources/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAlumniCareerServicesProjects%2DWebsiteResources%2FShared%20Documents%2FJob%20Search%20and%20Interview%20Resources%2FInterview%20Tips%202024%2Epdf&parent=%2Fsites%2FAlumniCareerServicesProjects%2DWebsiteResources%2FShared%20Documents%2FJob%20Search%20and%20Interview%20Resources>

Networking <https://mcmasteru365.sharepoint.com/sites/AlumniCareerServicesProjects-WebsiteResources/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAlumniCareerServicesProjects%2DWebsiteResources%2FShared%20Documents%2FJob%20Search%20and%20Interview%20Resources%2FGuide%20to%20Networking%2E2024%2Eacs%2Epdf&parent=%2Fsites%2FAlumniCareerServicesProjects%2DWebsiteResources%2FS%2hare%20Documents%2FJob%20Search%20and%20Interview%20Resources>

Through Alumni Career Services, provided by our careers team and the McMaster Alumni Association, you have access to career counselling and advising for up to five years after you graduate. Meet with an alumni career counsellor to support your career exploration, planning and goals.

Learn about Alumni Career Services -

<http://alumni.mcmaster.ca/s/1439/19cs/home.aspx?sid=1439&gid=1&pgid=7915>

Overcome barriers in your employment and career development

Career Access Professional Services (CAPS) can help. We're dedicated to helping you access opportunities and support in ways that work for you, regardless of where you are in your career journey.

“I wanted to get a summer job but I found the job market very confusing and daunting due to my autism spectrum disorder, depressive mood disorder, and anxiety. Tanya from CAPS was very kind and understanding, and empowered me to find a job on my own by giving me the tools and the confidence, and supporting me when it became overwhelming. I definitely would not be working right now or even last summer if it wasn’t for CAPS.”

— CAPS participant

About CAPS

What is CAPS?

The Student Success Centre's Career Access Professional Services (CAPS) are for students and alumni (up to five years after graduation) who identify as a person with a disability or someone who has been forcibly displaced.

Our goal is to help you overcome employment barriers. We'll help you access opportunities and support in ways that work for you, regardless of where you are in your career journey.

#### Who do we serve?

Persons with disabilities refers to anyone with any degree of the following:

Physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness

Diabetes mellitus, epilepsy

Brain injury

Any degree of paralysis, amputation, lack of physical coordination

Blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device

Condition of mental impairment or a developmental disability

Learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language

Mental disorder

An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

“Disability” should be interpreted in broad terms. It includes both present and past conditions, as well as a subjective component based on perception of disability. Although sections 10(a) to (e) set out various types of conditions, it is clear that they are merely illustrative and not exhaustive. Protection for persons with disabilities under this subsection explicitly includes mental illness,[8] developmental disabilities and learning disabilities.

Read more on the Ontario Human Rights Commission website.

Persons who have been forcibly displaced refers to anyone who has been forced or obliged to flee or to leave their homes or places of habitual residence because of the following:

Armed conflict

Situations of generalized violence

Violations of human rights

Natural or human-made disasters

What we do

The CAPS team will work with you to develop an individualized plan that respects your intersectionality, academic path and hopes for the future. We can help with career exploration, further education, job search preparation and navigating accommodations and disclosure while building skills and confidence. Our CAPS employer team has relationships with supportive and inclusive employers and community partners to support your career development and workplace experiences.

Our partners

Access Program for equity-deserving students from historically under-represented backgrounds

Equity and Inclusion Office (EIO): Accessibility Program, Inclusion and Anti-Racism Education, Human Rights and Dispute Resolution, Sexual Violence Prevention and Response

Registrar's Office: Aid & Awards: Students at Risk Bursary supporting forcibly displaced students

Student Accessibility Services (SAS): Academic accommodations and support for students with disabilities at McMaster

Student Case Management Office (SCM): Support and resources related to crisis prevention and intervention for students who may be experiencing difficulty on campus

Student Wellness Centre (SWC): Counselling options, medical services and wellness programs

World University Service of Canada (WUSC): Canadian post-secondary education and resettlement opportunities for young refugees

Getting started

Email [careeraccess@mcmaster.ca](mailto:careeraccess@mcmaster.ca) to book appointments (virtual or in person) for specialized career, job search and further education support. Let us know in your email if someone at McMaster referred you to us.

If you require accommodations or information in an alternate format, please let us know.

Inclusive employment videos

Inclusive employment videos from employer and community partners

Panel: Student Success Centre, Dinstinctability, Specialisterne, City of Toronto

Inclusive Employment Supports for Students with Intellectual Disabilities or Who Identify as Autistic - <https://echo360.ca/media/c408423c-7d15-4007-b88e-8b6ffea4dbc8/public>  
Discover Ability, Ontario Chamber of Commerce:

Job Search with a Disability - <https://youtu.be/f0VFNFVWLGM>

Job Seeker Guide: Getting Started - <https://youtu.be/ev0Ujzl-xuk>

Disclosure During the Job Search Process - <https://youtu.be/lfzCuRQ8DH8>

Specialisterne:

Re-thinking Abilities at Work - <https://youtu.be/hasCtW9sS4I>

From Home, to Action, to Impact - <https://youtu.be/k4aZpcsJPq8>

Specialisterne Project Overview - <https://youtu.be/9X5GZsVay2o>

Employable Me Canada - <https://youtu.be/iUWRvvcj7l0>

Community Living: Ready, Willing and Able:

Creating Opportunities for Persons with Disabilities - <https://youtu.be/iZvcfceD2AU>

Ready, Willing and Able Develops Inclusive and Effective Labour Markets -

<https://youtu.be/tEmfQOsIQFg>

Building an Inclusive Labour Force - <https://youtu.be/z7RdCw8dVhc>

Disability Justice Network of Ontario (DJNO):

Dismantling Ableism in Ontario - <https://youtu.be/TI9uG1mZu2M>

Hamilton Civic Centre for Inclusion (HCCI):

Solidarity in the Wake of COVID-19: HCCI Anti-Racism Conference -

<https://youtu.be/AMeJJCgScYc>

Gentrification in Hamilton: A Vital Signs Chat - <https://youtu.be/hByby65fDJw>

Ontario Public Service Commission:

Summer Employment Opportunities with the Ontario Government -

<https://youtu.be/kjRM8McFNGs>

Lime Connect:

Telling Our Stories: Intro to Lime Connect - <https://youtu.be/isjyz05WFIA>

Telling Our Stories: The Lime Connect Fellowship Program -

<https://youtu.be/WKUe3Bdgxw8>