



PLACEMENT INTENTIONS



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Programmes
d'enseignement coopératif
Co-operative
Education Programs

WORKBOOK
2011-2012



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**Adapted from Applying to CO-OP jobs
2011-2012**

Produced by the Co-operative Education Programs of the
University of Ottawa
100 Thomas More, 4th floor
Ottawa ON K1N 6N5

Telephone: 613.562.5741
E-mail: coop@uOttawa.ca
Web site: www.coop.uOttawa.ca

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This guide includes a number of links to various online resources, which were valid at the time of printing. Since links are often modified, we invite our readers to consult our online version for the latest URL updates.

Step 1 – Log in to the COOP Navigator by accessing your uoZone account

You will need to log in to your uoZone account in order to access the COOP Navigator.

The COOP Navigator blocks you from viewing or applying to jobs until:

1. The date specified in your student activity calendar (Key dates).
2. Your resumé has been approved.
3. You have confirmed your intentions to participate in the placement process.

NOTE: Check your @uOttawa.ca e-mail everyday!

Step 2 – Look for, and click on, the “Participating in Placement” menu option, located at the top of the screen.

• Participating in placement OR • Conducting my own job search
• Found my own CO-OP
• Returning to previous employer

PLACEMENT INTENTIONS

First Name : Last Name :
Student ID : Major :

☒ **PARTICIPATING IN PLACEMENT**
By participating in the placement process I agree to:

- accept the position assigned to me through the matching process,
- and to register to my work term report course.
- I'm committing to attend all my interviews and to rank all my jobs!

NOT PARTICIPATING IN PLACEMENT

☐ **I WILL BE CONDUCTING MY OWN JOB SEARCH**
I have until the first day of the work term to bring to the CO-OP office:

- my job description (for approval)
- a letter from my employer confirming the length of the work term (minimum 15 weeks) and the salary.

☐ **I HAVE FOUND MY OWN CO-OP JOB** (Complete information below immediately)

☐ **I AM RETURNING TO A PREVIOUS EMPLOYER** (Complete information below immediately)
Since the CO-OP Office must approve each CO-OP job as a suitable experience, I will provide the following information by the deadline for the submission of the student rankings:

- my job description (for approval),
- a letter from my employer confirming the length of the work term (minimum 15 weeks) and the salary.

PARTICIPATING IN PLACEMENT MEANS:

You are committed to getting a job through the CO-OP process:

1. Applying to a reasonable number of jobs.
2. Going to all interviews and employer information sessions.
3. Ranking all jobs.

Typically, more than 80% of students in general and close to 100% of first-time students choose to take part in the placement process.

CONDUCTING MY OWN JOB SEARCH MEANS:

You are responsible for finding your own work term:

1. Meet regularly with a Professional Development Specialist and CO-OP Program Coordinator.
2. Keep a record of each company you apply to.
3. To approve your job, the CO-OP Office needs an offer letter from your employer and a job description.

Note that conducting your own job search is a serious commitment.

How can I make an appointment? Call 613.562.5741.

Important things to remember

If you have found your own job

- The CO-OP Office must approve each CO-OP job as a suitable experience. You must provide the following to your CO-OP Program Coordinator:
 1. A job description.
 2. A letter from the employer confirming the length of your work term and the salary you will receive.

E-mail and phone messages

- Ensure that your e-mail address is very professional if giving out an address other than your @uOttawa.ca account.
- Check for messages daily.
- Make sure that your voicemail message is appropriate.
- If you share your telephone with friends or family, ensure that they are professional and thorough when taking your messages.

Job locations on the COOP Navigator

- The Ottawa-Gatineau area includes but is not limited to: Kanata, Stittsville, Nepean, Gloucester, Orléans, Cumberland, Rockland, Gatineau, Hull, Aylmer, Osgoode, etc.

NOTE: All jobs remain in the COOP Navigator (even if they have expired).

Check the COOP Navigator every day so you do not miss any opportunities!



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