



WORKBOOK 2011-2012

Programmes d'enseignement coopératif Co-operative Education Programs



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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,  $4^{\text{th}}$  floor Ottawa ON K1N 6N5

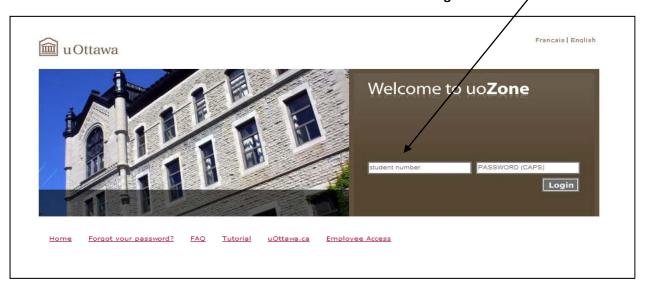
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This guide includes a number of links to various online resources, which were valid at the time of printing. Since links are often modified, we invite our readers to consult our online version for the latest URL updates.

### 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.



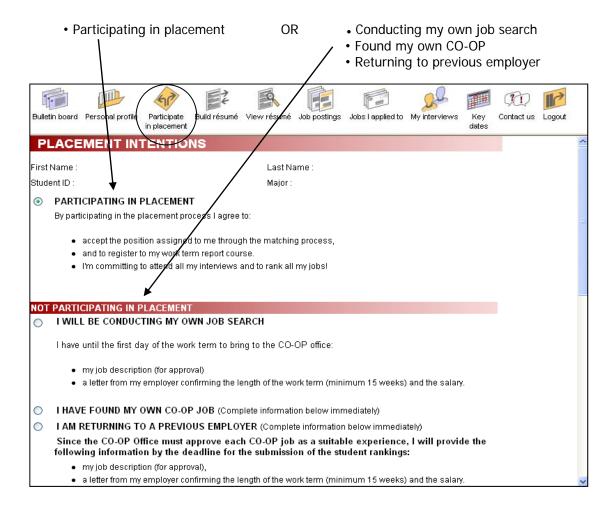


# The COOP Navigator blocks you from viewing or applying to jobs until:

- 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 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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