

Events

Job Information Session for Graduating Students

Don't miss out! Attend this session to learn about on-campus recruitment.

Wednesday, January 11	11:30-12:20	RCH 112
Thursday, January 12	3:30-4:20	PHY 145

Volunteer/Internship Fair

Come out and meet representatives from a variety of local agencies to find out about volunteer and internship opportunities of all kinds.

Tuesday, January 24	11:00-2:30	SLC, Great Hall
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Job Fair

Obtain valuable information on a range of careers at one of Canada's largest job fairs. Visit www.partners4employment.ca for more information. NOTE: Consider attending the "Making Job Fair Work for You" workshop.

Wednesday, February 1	10:00-3:30	Bingemans, Kitchener
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Explore Your Options: Science Careers of Recent Alumni

Explore science-related career options beyond practising medicine as an MD, pharmacist, or optometrist. While this event is geared to Science and Applied Health Sciences students, all students are welcome.

Wednesday, March 7	5:30-7:00	TC 2218
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Explore Your Options: Math Careers of Recent Alumni

Explore math-related career options and learn about exciting career paths that alumni have taken. While this event is geared to Math students, all students are welcome.

Wednesday, March 14	5:00-6:30	M3 1006
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Jobs

Looking for a job?

Full-time, part-time, contract, summer, volunteer and work placement position openings are advertised on *JobMine*. These may be viewed at jobmine.uwaterloo.ca.

Online Career Guidance

Need some additional help with career decision making and/or occupational research? Check out our online career planning tools containing self-assessment exercises, detailed occupational information and links to post-secondary programs.

Type Focus
Choices Planner
Career Cruising

NOTE: To access these and obtain passwords, go to careeraction.uwaterloo.ca, and select Career-related Websites.

Credit Career Course

ARTS 111: Career Development and Decision Making

This course for academic credit is designed to assist students in understanding themselves, the career development process, and occupational information in order to make informed and appropriate occupational and educational decisions. Students will study key career development theories and learn how to integrate self-knowledge into occupational/life decisions, set goals and devise strategies to attain these goals.

Look for this course when registering for your fall and winter term courses!

Visit careeraction.uwaterloo.ca to

» Access our award-winning Career Development eManual for career planning and work search advice cdm.uwaterloo.ca

» Sign up for a workshop

» Make an appointment (in person or by phone) to discuss career exploration and decision making, work search, interviewing, résumé/letter writing, and/or graduate/professional school applications

» Search our career resources on Primo

» Join our mailing list to receive a weekly email about the Centre for Career Actions' happenings

» Get details on special events

Contact us

Monday to Thursday 8:30 am - 6:00 pm
Friday 10:00 am - 4:00 pm
TC Room 1214
Phone: 519-888-4047
Fax: 519-746-1309
Email: careers@uwaterloo.ca
Website: careeraction.uwaterloo.ca

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UNIVERSITY OF
WATERLOO

TAKE YOUR next step

WATERLOO | CENTRE FOR CAREER ACTION

WINTER 2012

WORKSHOPS FOR GRADUATE STUDENTS

Careers 601

Planning your career and identifying your skills don't have to be overwhelming. Get some simple and practical steps that you can implement now to begin preparing for your academic or non-academic career.

Wednesday, January 18	12:00-1:30	TC 1208
Thursday, February 9	11:00-12:30	TC 1208
Monday, March 19	12:00-1:30	TC 1208

So You Want to be an Academic?

James Skidmore (Chair, Germanic & Slavic Studies) will describe the steps to successfully plan for PhD career opportunities in an academic environment.

Thursday, March 8	12:00-1:30	TC 2218
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Managing Difficult Conversations With Your Supervisor

Matthew Erickson (Conflict Management and Human Rights) will take you through a step-by-step process to plan and conduct effective conversations around difficult issues that you are experiencing with your supervisor.

Wednesday, March 7	10:00-12:00	TC 2218
Tuesday, March 20	12:00-2:00	TC 2218

Teaching Philosophy Statement

Begin to develop your teaching philosophy statement and tie it to forms of evidence. No prior experience with this form of writing is necessary. Led by Svitlana Taraban-Gordon, Senior Instructional Developer and Julia Woodhall, Grad Instructional Developer (CTE).

Monday, January 23	10:00-12:00	TC 2218
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Writing CVs and Cover Letters

Interested in a career in academia or research? This workshop will show you how to prepare an effective curriculum vitae and cover letter.

Wednesday, January 25	12:00-1:30	TC 2218
Monday, March 5	12:00-1:30	TC 2218

Academic Interview

Learn best strategies to prepare for your next academic interview and hear from professors about what they are looking for in candidates.

Tuesday, March 6	12:00-1:30	TC 2218
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Interview Skills for Academic Positions

Improve your performance in an academic job interview by practising in a small group setting.

Tuesday, March 13	12:00-1:30	TC 1208
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Successfully Negotiating Academic Job Offers

Increase the odds of getting what you want when negotiating salary and other details related to the academic job offer.

Tuesday, March 27	12:00-1:30	TC 2218
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Careers Beyond Academia

Your graduate studies can lead to many satisfying careers outside academia. Learn how to transfer your skills from an academic to a business or government environment. Plus, discover how to successfully use your network.

Monday, March 12	12:00-1:30	TC 2218
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Project Management Workshops (by Mitacs)

Mitacs Step teaches you essential skills required to succeed in your future career. Note: Please register at www.mitacs.ca for these workshops by clicking on "seminars & workshops".

» Managing Projects		
Wednesday, February 15	8:00-4:30	TC 2218

» Foundations of Project Management I		
Thursday, February 16	8:00-4:30	TC 2218

» Foundations of Project Management II		
Friday, February 17	8:00-4:30	TC 2218

Entrepreneurship

Awaken your creative mind and consider the possibilities for your work life. Geoffrey Malleck (Faculty of Arts) debunks myths, explains how entrepreneurship relates to your graduate education, and outlines next steps for applying innovation to create your own business.

Thursday, March 15	11:00-1:00	TC 2218
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Leadership as a Bridge to Employment

Annette Denny (Organizational and Human Development Coordinator) will help you to discover and better understand your leadership style and how it relates to those of others. You will also identify your strengths and areas for future growth.

Wednesday, March 7	12:00-2:00	TC 1208
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Non-academic Work Search and Networking

The current job market requires an assertive approach to finding work. Increase your chances of success by learning relevant networking and communication approaches.

Wednesday, March 28	12:00-1:30	TC 1208
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ARTS: Academics in the "Real World"

Learn from the experience of PhDs successfully working on and off campus, in a range of careers. While this event is geared to Arts students, all faculties are welcome.

Thursday, March 15	4:30-6:00	TC 2218
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WORKSHOPS FOR ALL STUDENTS

The Fundamentals

Career Exploration and Decision Making

Through discussion and hands-on activities, this session will increase your understanding of the career decision-making process and put you in a better position to make appropriate career choices.

Thursday, January 19	3:30-5:30	TC 1112
Wednesday, February 15	10:30-12:30	TC 1112

Career Interest Assessment (Strong Interest Inventory)

Attend this session to find out how your interests relate to specific career opportunities. NOTE: There is a materials charge of \$10.00 payable at the Centre for Career Action prior to the session. Once you have registered and paid, you will be given information on how to complete the Strong Interest Inventory online. The online test must be completed at least 2 business days prior to the workshop.

Monday, January 16	2:30-4:00	TC 1112
Wednesday, February 8	10:30-12:00	TC 1112
Monday, March 5	12:00-1:30	TC 1112
Thursday, March 29	2:30-4:00	TC 1112

Exploring Your Personality Type (Myers-Briggs Type Indicator)

Two-session workshop: attend the first session to learn about your personality type and preferences for learning and decision making. In the second session, discover how to apply your MBTI type to explore potential careers. NOTE: There is a materials charge of \$10.00 payable at the Centre for Career Action prior to the session. Once you have registered and paid, you will be given information on how to complete the Myers-Briggs Type Indicator (MBTI) online. The online test must be completed at least 2 business days prior to the workshop.

Part I – Monday, January 30	2:30-4:00	TC 1112
Part II – Monday, February 6	2:30-4:30	TC 1112
Part I – Thursday, February 9	10:30-12:00	TC 1112
Part II – Thursday, February 16	10:30-12:30	TC 1112
Part I – Tuesday, February 28	2:30-4:00	TC 1112
Part II – Tuesday, March 6	2:30-4:30	TC 1112
Part I – Wednesday, March 14	10:30-12:00	TC 1112
Part II – Wednesday, March 21	10:30-12:30	TC 1112

Choosing a Major

Are you feeling undecided about a major or thinking of changing your major? Come to this workshop to learn effective steps to find a major that fits with your interests, abilities, and values.

Thursday, February 2	2:30-4:00	TC 1208
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Making Job Fair Work for You

Get tips for having a successful experience at Job Fair (February 1) including how to prepare, what to wear, and how to make the most of your time at the Fair.

Monday, January 30	12:00-1:00	TC 2218
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It's All About Your Skills

Knowing your skills and abilities AND being able to clearly and confidently convey them to employers is critical to your success in the employment process. Learn how to identify and articulate your strengths and discover potential areas of growth. You will also devise a plan to enhance these skills.

Tuesday, February 14	3:30-5:00	TC 1112
Thursday, March 22	10:30-12:00	TC 1112

Work Search Strategies

The current job market requires an assertive approach to finding work. Increase your chances of success by practising key communication strategies. NOTE: There is a prerequisite for this workshop. Please see chart for details.

Thursday, February 2	10:30-12:00	TC 1208
Monday, March 19	2:30-4:00	TC 1208

Work Search Strategies for International Students

International students will learn best approaches to search for work while studying at uWaterloo as well as after graduating. NOTE: First hour of the session covers general work search strategies; last half hour deals with visa requirements. There is a prerequisite for this workshop. Please see chart for details.

Tuesday, January 31	12:00-1:30	TC 1208
Monday, March 5	4:30-6:00	TC 1208

Networking 101

During this two-session workshop, learn how to apply successful networking strategies in your daily life in order to enhance your career opportunities. NOTE: There is a prerequisite for this workshop. Please see chart for details.

Tuesday, January 10	4:30-6:00	TC 1208
Tuesday, January 24	4:30-6:00	TC 1208

Are You LinkedIn? Learning the Basics

Effective use of social media is key to job search and career success. Learn how LinkedIn, the professional social networking site, can help you to create an effective online presence, build professional networks, and search for jobs. NOTE: This workshop is intended for students who have limited knowledge of and/or experience with LinkedIn.

Tuesday, January 17	2:30-4:00	TC 1208
Monday, February 27	2:30-4:00	TC 1208

Interview Skills: Preparing for Questions

Learn how to improve your performance in the job interview by viewing and discussing taped excerpts of actual interviews. NOTE: There is a prerequisite for this workshop. Please see chart for details.

Thursday, January 19	3:30-5:00	TC 1208
Wednesday, January 25	2:30-4:00	TC 1208
Thursday, February 16	10:30-12:00	TC 1208
Tuesday, March 13	2:30-4:00	TC 1208

Interview Skills: Selling Your Skills

In order to receive that job offer, you must prove your skills in the interview. Here is your opportunity to practise and improve. NOTE: There is a prerequisite for this workshop. Please see chart for details.

Friday, January 20	2:30-4:30	TC 1208
Thursday, January 26	3:00-5:00	TC 2218
Tuesday, February 28	10:30-12:30	TC 1208
Wednesday, March 14	3:30-5:30	TC 1208

Successfully Negotiating Job Offers

Increase the odds of getting what you want when negotiating salary and other details related to the job offer. NOTE: This workshop is geared towards graduating students.

Tuesday, February 7	2:30-4:00	TC 1208
Wednesday, March 7	2:30-4:00	TC 1208

Business Etiquette and Professionalism

Proper etiquette is crucial to a successful job search – and to your career. This workshop covers dining etiquette as well as appropriate behaviour at interviews, employer receptions, and other networking activities.

Tuesday, January 31	2:30-4:00	TC 1208
Wednesday, February 29	10:30-12:00	TC 1208

Success on the Job

Do you have the necessary business knowledge and skills to succeed on the job? Learn how to polish your professional image and avoid making simple mistakes that may result in a bad start to your career. NOTE: This workshop is geared towards students who have limited experience in the work world.

Thursday, March 1	10:30-12:00	TC 1112
Tuesday, March 20	2:30-4:00	TC 1208

International Work Search

Thinking About an International Experience?

Dreaming of going abroad to study or work? Find out how to make your dream a reality, where to find the right information, how to decide where to go, and how to make the most of your international experience. Information on the Global Experience Certificate and Beyond Borders program will be included.

Thursday, January 12	12:00-1:30	TC 1208
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International Work Term Procedures

Learn about the documents and procedures necessary to receive a co-op credit for your international work experience. Get an update on current international co-op initiatives.

Thursday, January 12	1:30-2:30	TC 1208
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The Big Guide to Working and Living Overseas

The Big Guide (www.workingoverseas.com/uwaterloo) is a comprehensive online guide to the global work place. Learn how to use this guide to build global career skills, gain practical tips to build your international credentials, and better understand worldwide job-search strategies. It is also an excellent tool for international students to prepare for the Canadian labour market.

Wednesday, March 7	2:00-3:00	Flex Lab Dana Porter Library
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Working Effectively in Another Culture

Explore the impact of culture and intercultural communication in the work environment and find strategies for success in a different work culture. This workshop is geared towards students who will go abroad to work and international students who want to work in Canada.

Thursday, January 26	1:00-2:30	TC 1208
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Getting a U.S. Work Permit

Learn from Nina Juncewicz, U.S. Immigration Attorney, about options available to graduating students to work in the U.S.

Thursday, March 29	12:00-1:00	TC 1208
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Teaching English Abroad

Find out about TESOL certification, the relationship between a certificate and employment, skills required to teach ESL, and job opportunities. Presented by John Richardson, lawyer and author.

Thursday, March 1	1:00-2:00	TC 2218
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Further Education

Thinking About Med School?

Perspectives of a Waterloo Grad

Learn about the Ontario medical school application process. Topics include: undergraduate course selection; tactics for improving the online application; and advice on reference letters, personal statements, extracurricular activities, volunteer work, and interviews. Rob Moreland speaks about life as a medical student and the stages of medical training, to help you assess whether a career in medicine is right for you. Pizza will be provided from 12:00-12:30.

Saturday, January 14	9:00-12:00	TC 2218
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Thinking About a Health-Related Career?

A career advisor will provide information on some of the options for health-related careers including post-graduate diplomas and certificates, graduate programs, accreditation, licensing, academic and non-academic prerequisites, volunteer/field work, and basic application requirements. Pizza will be provided from 12:00-12:30.

Saturday, January 14	12:30-2:00	TC 2218
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Thinking About Optometry?

Dr. Tammy Labreche, OD, will talk about her experience as an optometrist, and the attributes of competitive candidates for admission to optometry degree programs. A career advisor will review key factors for the application process.

Saturday, January 14	2:30-4:00	TC 2218
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Thinking About Pharmacy?

Ken Potvin, BScPhm, MScEpi, will talk about his 25+ years of experience as a pharmacist, as well as the attributes of competitive candidates for admission to pharmacy degree programs. A career advisor will review key factors for the application process.

Saturday, January 14	4:30-6:00	TC 2218
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Thinking About Dentistry?

Dr. Karen Lee, DDS, will talk about her experience as a dentist today and what it is like to run a dental practice. A career advisor will review the key factors to be aware of when applying to dental schools including DAT scores, GPA, and other aspects of the application process.

Wednesday, January 18	5:30-7:00	TC 1208
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So You Want to Go to B-School? (Webinar)

Jon Kwan (uWaterloo and INSEAD alumnus and former management consultant) will discuss the value of an MBA, provide an insider's perspective on what things are really like in a top 10 MBA program and provide tips on how to be successful in the highly competitive admission process.

Thursday, February 16	5:30-7:30	TC 1208
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Thinking About an MBA?

This workshop provides an overview of the requirements for MBA programs, what to consider when choosing a program, and advice on personal statements, reference letters, and the interview process. Presented by a current MBA student, a representative from an MBA program, and a uWaterloo career advisor.

Thursday, March 15	5:30-7:00	TC 1208
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Thinking About Law?

Dr. Frances Chapman, BA, JD, LL.M, PhD, will provide advice on attending law school, writing the LSAT, the licensing process and career opportunities as a lawyer. A career advisor will provide advice on the application, reference letters, and personal statements.

Thursday, March 8	11:30-1:30	STJ 3014
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All About the GRE (Webinar)

The GRE is required for admission to some graduate and MBA programs. This webinar will focus on the format, timing, and scoring of the GRE. You will see examples of the most common types of questions and learn some great test-day strategies. Presented by a GRE Kaplan instructor.

Tuesday, March 13	4:30-6:00	TC 2218
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Preparing for the LSAT

John Richardson (lawyer and author) will focus on real LSAT questions and acquaint you with what you must know. You will receive one actual LSAT to use, abuse, mark up and take away. You will work on reading comprehension, logic games and logical reasoning question types. Please have a basic understanding of the LSAT prior to attending: <http://www.lsac.org/JD/LSAT/preparing-for-LSAT.asp>.

Thursday, March 1	11:30-1:00	TC 1208
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MCAT Princeton Review Strategy Session

Learn everything you need to know about this important test! An expert instructor will walk you through sample questions and strategies for improving your score. Topics include various preparation options for the MCAT along with the best timeline for preparation. Please register for this workshop at: <http://www.princetonreview.com/medical/mcat-free-events.aspx>.

Thursday, March 8	6:00-8:30	TC 2218
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Understanding the MMI

The multiple-mini interview (MMI) is used by some programs (e.g., medical school) as part of their admission process in which applicants move through a series of stations. This workshop will focus on how to successfully prepare for the MMI.

Thursday, January 12	5:30-6:30	TC 1208
Tuesday, February 7	5:30-6:30	TC 1208

Multiple-Mini Interview (MMI) Practise Session

This session will be conducted as a mock MMI. You will practise your skills by moving through a series of stations and answering interview questions. Following the session, you will receive both personal and general feedback. NOTE: Registration is limited. To be eligible for this session you must attend the "Understanding the MMI" workshop and provide a copy of your invitation to a 2012 MMI. Please email waechter@uwaterloo.ca to register for this session. If you are unable to attend this session, you can book a "Professional School Mock Interview" appointment.

Wednesday, February 15	4:30-7:00	TC 1214
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Medical School Interviews

Caroline Just (McMaster University medical student and MCAT Verbal Reasoning Instructor for the Princeton Review) will explain the interview process and suggest strategies for improving your performance. The overview will be followed by a mock interview workshop that will give you the opportunity to answer questions and receive feedback on your performance.

Saturday, January 21	12:00-1:30	TC 2218
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Pharmacy School Interviews

Prepare for the pharmacy school admission interview (standard & MMI). Learn about the interview process, strategies to improve your performance and tips on how to handle common admission questions. A practise standard interview and MMI will be held within the workshop. This workshop is sponsored by the uWaterloo Pre-Pharmacy Club.

Tuesday, March 6	5:00-7:00	TC 2218
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Dental School Interviews

This workshop will help you prepare for a dental school interview through practice in a small group setting. It will focus on the CDA style interview and standard interview format. Get tips on how to handle these interview styles, admission questions, and proper dress and behaviour.

Tuesday, March 20	5:30-7:00	TC 1208
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Professional School Interviews (Standard and MMI)

Attend this workshop to prepare for professional school interviews (standard and MMI) by practising in a small group setting. Learn strategies to improve your performance and get tips on how to handle common (and not so common!) admission questions.

Wednesday, March 21	12:00-1:30	TC 1208
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Workshop Prerequisite Chart

If you have completed any of these modules in the Career Development eManual or Co-op Fundamentals (PD1, PDPHRM or Co-op Fundamentals for Engineering), you have satisfied this requirement and may register for the workshop.

To register for this workshop	Complete this module within "Marketing Yourself"
Interview Skills: Preparing for Questions	Interview Skills
Interview Skills: Selling Your Skills	Interview Skills
Networking 101	Work Search
Work Search Strategies	Work Search

To access the module, go to cdm.uwaterloo.ca.

Sign up for these workshops at careeraction.uwaterloo.ca. All workshops are held in the William M. Tatham Centre, unless otherwise indicated.

NOTE: Career exploration and interest/personality assessments are delivered jointly by Counselling Services and Centre for Career Action staff.