Career Connection Tips and Common Questions for Co-op Students

LOGIN TO CAREER CONNECTION
Link is at www.kpu.ca/coop and you log in using your Kwantlen Student ID and password (same as Online Self-Service)
https://kpu-csm.symplicity.com/students/
Check Career Connection 2-3 times per week for new postings, so you don't miss out on opportunities. There may be slower times and busier times for postings but this will vary so check regularly.

UPDATE YOU PROFILE (PERSONAL AND ACADEMIC TABS) EACH SEMESTER
Ensure your address, phone number, program, expected graduation date (it is okay to guess if you are unsure) are still correct

PROBLEMS LOGGING IN/FORGOT PASSWORD
Sign in using your Kwantlen Student ID # and password. If that does not work, contact the Co-op office and let them know you are having problems logging in. Someone in the office will assist you.

ACCESS TO VIEW CO-OP JOBS
Access to view and apply to Co-op **jobs is only given in the semester in which you let the Co-op Office know you are applying for work** (also called your 'seeking' semester). We send out a survey each semester that you must respond to in order to receive access to Co-op jobs. This process *usually* begins after completing COOP 1101 and then occurs again on a semesterly basis.

UPLOAD YOUR DOCUMENTS (READ CAREFULLY)
Click on the **Documents** tab and click the **'Add New'** button. Here you can upload various documents including:

- **Re*sumes***
- *Cover letters*
- *Unofficial Transcripts*
- *Writing Samples*
-
  Other

*** You need to upload your resume and unofficial transcripts (including your current semester courses) at the start of the semester in which you are applying to jobs. Upload each cover letter as you apply and label them clearly.

NEED TO ADD MORE DOCUMENTS
- There is a maximum of 10 documents that can be kept in your Documents tab in CC, at one time. Delete old cover letters to make room for new ones. This will not affect jobs you have applied to already.

PROBLEMS UPLOADING FILES
- ✓ File size limit of **500kb** per file applies in CC.
- ✓ Be sure your file is compressed to be smaller, especially if you have graphics or image files imbedded. Remove these images if you don't know how to compress them.
- ✓ CC will convert your documents to PDF, but if it gets hung up in the conversion process, then convert your document to PDF first, with no editing and no security functionality and then upload it. (You can also try using Cute PDF as a conversion tool).
- ✓ Use Mozilla Firefox instead of Internet Explorer (Safari should be fine)
- ✓ Use a common font, not one with an unusual type face. Examples of common fonts are **Arial, Garamond, and Times New Roman**
- ✓ Avoid extremely long file names such as My_Second_Cover_Letter_For_Pricewaterhousecoopers_for_Fall_2010.
- ✓ Your resume should be limited to 1-2 pages and it must not exceed the maximum file upload size of 500KB.

HOW TO CONVERT A DOCUMENT TO PDF
- Whenever possible, save your document as a PDF. This can be done in Microsoft Word by clicking File → Save As → Find a location to save your file → Save as type: PDF. This will ensure the formatting of your document does not change drastically as it may by using a PDF converter
- If you are unable to save your document directly as a PDF, use an online PDF Converter. Many different document types can be converted to PDFs through websites which can be found by googling "convert a document to pdf". If you do this, please check the finished PDF to ensure that your formatting has not been drastically modified through the conversion.

Upload your documents as separate files and name them so they are easy to identify:
> Ex. Sam Smith BC Hydro resume, or Sam Smith BC Hydro Cover Letter
> 1. Resume: Have one in CC the whole time you are seeking and you may have different ones.
> 2. Unofficial transcripts, which includes your current term courses: Upload most recent version to CC at the start of the semester when you are applying (we sometimes call this your Seeking semester).
> 3. Upload each cover letter: Customize for each application, as you apply and delete old ones to make room for new ones.

YOU MUST CLICK ON **EACH** DOCUMENT YOU UPLOAD IN CC TO VIEW WHAT IT LOOKS LIKE FROM WITHIN CC. *YOU MUST DO THIS EACH TIME YOU UPLOAD A CHANGE OR NEW DOCUMENT* TO ENSURE FORMATTING IS STILL RIGHT!!!

WHY?

It looks very unprofessional if you have an extra page with one line on it or an extra blank page or the formatting is thrown off and we will NOT send applications if they have not been checked and fixed.

> *If your document uploads with an extra blank page or some lines are thrown off onto an extra page, please delete, fix and re-upload your documents to fit within complete pages and check that it worked that time!*

HOW TO UPLOAD UNOFFICIAL TRANSCRIPTS INTO CC (2 ways)

1. Locate your unofficial transcripts through Online Self-Service → Student Menu → Records → Academic Transcript. While viewing the transcripts click on File > Print. Change the printer to Adobe PDF or CutePDF Writer. Save the document to the desktop (or your personal folder). If your computer does not have these functions, use Option #2.
2. Copy and paste your unofficial transcripts into a Word Document and then save as a PDF. **Please ensure the formatting looks clean and is legible**. Then upload to the Documents section in CC- *pick transcripts as type of document you are saving.*

APPLY FOR and SEARCH CO-OP JOBS (Your Co-op applications are forwarded by our office to the employers)

➢ Click on the **Jobs** tab to open up a drop down menu. From here click on "**Co-op Full-Time (Released Co-op Students Only)**" OR "**Co-op Part-Time (Released Co-op Students Only)**". **These quick links will show you the currently available Co-op jobs for all programs.**

➢ All Co-op jobs will follow a similar format, listing the abbreviation of the semester (e.g., FA = Fall, SP = Spring, SU = Summer), the last two digits of the year, and then the category for the posting, and lastly the position title (e.g., FA18 BUS: Articling Student).

➢ You can apply for jobs that you have the skills in any program, unless the job specifies differently.

➢ Tip: Where it says **'Date Posted',** click to drop down and select **Deadline** in the drop down. This way you can be sure to apply to the jobs closing sooner first.

➢ Click on the **Job Title** to see the full posting.

➢ Click on the '**Apply**' button and this will prompt you to select the appropriate required documents from your documents section. Then hit submit.

Job postings and 'My Applications' tab:

➢ In the **Jobs** section, you can save jobs as favourites for easy reference. (click on the star icon).

➢ A record of the applications you submit will show on the homepage on the left hand side. You can also view the job posting here to help prepare for an upcoming interview.

SAVING SEARCHES AND HAVING CAREER CONNECTION NOTFY YOU OF POSTINGS

Once you have searched for Co-op postings (ideally by searching for all Co-op Full-Time and Part-Time postings), you can save this search by clicking "Create Job Alert". From here, **you can have CC email you postings** by clicking "Job Alerts" and then for each Job Alert select "Daily", "Weekly", "Monthly", "Quarterly" or "Never".

DELETE YOUR APPLICATION/RE-UPLOAD A REVISED COPY

Before the Closing Date:
If you click on Applications Tab on the homepage, you can click on Withdraw Application underneath the job title to re-apply to the job. You will have to withdraw all documents and re-upload all required documents.

After the Closing Date:
You cannot withdraw your own application and must contact your Co-op Instructor to do so.

RESOURCES TAB IN CC
Your reference documents to items such as Quick Tips on using CC, Converting Documents to PDF, Letter of Understanding and more is found under this section.

PROBLEMS WITH SPEED OF SYSTEM
  ➢ There are no restrictions on which browsers you use. Firefox, Google Chrome and Safari are preferred (Internet Explorer is OK but tends to be slower).

APPLICATIONS CAN BE SCREENED AND REMOVED BY THE CO-OP OFFICE
Remember that in Co-op, your application is compiled by the Co-op office for your Co-op instructor to forward to the employer. If your application is full of errors or is not suitable for a job or you don't have the skills, we may remove you from the applications we forward to the employer for consideration.

INTERVIEWS
Will be coordinated *outside* of Career Connection. Someone from our office will contact you to coordinate most interviews by email or phone after the employer contacts us with their short list of candidates. Remember to check emails often and **respond within 24 hours or you risk being withdrawn from consideration**.

Questions? Contact us at any time**!**

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