

## Career Connection Tips and Common Questions for Co-op Students

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### LOGIN TO CAREER CONNECTION

Link is at [www.kpu.ca/coop](http://www.kpu.ca/coop) and you log in using your Kwantlen Student ID and password (same as Online Self-Service)

<https://kwantlen-csm.symphlicity.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 YOUR 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:

- **Resumes**
- **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

- Refer to the tips sheet in the Resources tab of CC on converting documents to PDF if you need some ideas.

### **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 **Job Postings**. Click on **Advanced Search** and select “**Position Type**” “**Co-op Full-Time**” AND “**Co-op Part-Time**”. **Do not select anything within “Employment Categories” or “Industry” as these are used exclusively for Non-Co-op jobs.** Click Search. This will show you the 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: In the ‘**Sort By**’ field, sort by **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 **Job Postings** 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 EMAIL YOU 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 "Save this Search". From here, **you can have CC email you postings** by clicking "x saved search" and then "edit" and "Send via email". You can customize your email preferences in this screen as well.

### **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.

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

Email: [co-op@kpu.ca](mailto:co-op@kpu.ca)  
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Office: Surrey Main 136  
Office hours: Monday – Friday, 8:30am – 4:30pm