



LASSONDE CO-OP/INTERNSHIP
SEARCHING & SECURING

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Applying to Jobs

INSIDE THE LASSONDE CO-OP/INTERNSHIP PORTAL

We strongly recommend using targeted resumes & cover letters for each application. Please follow each application's instructions properly. You may be asked to apply to the portal as well as the organization's site.

Your co-op coordinator will contact you regarding any upcoming interviews & their details. When actively job searching, it is good practice to check your voicemail & email on a regular basis. Employers may opt to contact you directly to arrange your interview date.

Make sure you are somewhere quiet and where you can speak uninterruptedly without any risk of poor telephone reception. Getting these things wrong won't set the best first impression with your interviewer and risks damaging your impact over the phone.

OUTSIDETHE LASSONDE CO-OP/INTERNSHIP PORTAL

Target your cover letters & resumes for each application. Link to a portfolio of your work (where applicable) to provide evidence of your work.

Upon securing an interview, notify your co-op coordinator of the date, time, location, company & position.

Upon receiving a job offer, complete the job information form on your account and email your co-op coordinator the following:

- A copy of your confirmation letter/letter of acceptance (which includes your salary and start & end dates)
- Contact information for the HR employee providing the offer
- A job description (either from HR or from the posting) outlining your responsibilities and highlighting its relation to your academic focus



2 Co-op/Internship Criteria: What qualifies as a co-op?



Full-time

Positions must be 35 - 40 hours per week

Paid

You must receive actual remuneration equal to or greater than the minimum wage in Canada



420 hours

You must work a minimum of 420 hours in each 4-month (12 - 16 weeks) work term



CEWIL-compliant

Positions must comply with the criteria outlined by Cooperative Education & Work-Integrated Learning Canada

Related

Co-op positions should be related to our field of study as defined by your program. Contact your co-op coordinator if you are unsure.



Family

Please contact your Co-op Coordinator for further discussion on working within a family business or directly under a relative

3 Telephone Interview Tips



1 Make sure you have a copy of your resume and job posting handy because it's fairly likely they will be drawing on it. Also, brief notes on information about the employer. And bullet points of related strengths (technical and non-technical) that you'd like to make sure you highlight

2 If you're asked a question you don't know, don't try to wriggle out of it by having a quick search on Google. This is usually pretty obvious. Try to work around the problem or ask a clarifying question to try to help you get to the answer.

3 Make sure you are somewhere quiet and where you can speak uninterrupted without any risk of poor telephone reception. Getting these things wrong won't set the best first impression with your interviewer and risks damaging your impact over the phone.

4 Dressing as if you are going to work is a way to get in the right frame of mind and help you focus. Standing up and smiling are ways to communicate enthusiasm, will boost your confidence and even your mood!

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Workplace Survival: Hit the ground running

FIRST IMPRESSIONS

Remember names

Remembering new names can be tough. Try to listen carefully, repeat the name immediately after hearing it, and use it in your conversation with that person.

Make eye contact

Look at people when you say hello. If you look at someone long enough to remember their eye colour, you allow time to make a connection

Offer a firm handshake

Extend your right hand, make eye contact while you're shaking hands, and make sure your shake is firm

Be ready to introduce yourself

In your first week, you'll be meeting a lot of people, so be prepared to share who you are, your position, and your educational background.



SURVIVING DAY ONE

- Choose your first-day outfit carefully
- Show up 10 - 15 minutes early
- Do more listening than talking (try to remember names)
- Introduce yourself to others
- Offer to help
- Be prepared to ask someone to have lunch with you or bring a book
- Don't rush out at the end of the day
- Be prepared to answer who you are, where you're from & what you're doing

WHAT TO WEAR

Each organization, depending on the industry will have their own expectations regarding dress code. These are influenced by the type of work you will be involved in on a daily basis. For example, a Survey Crew Assistant or Field Coordinator will differ from a Software Developer.

Dress code expectations are typically addressed during your orientation. When unsure, we recommend starting with business casual attire until you have a better sense of the common workplace dress code. Here are some examples of business casual attire to consider:

- Business dress with or without a sweater or blazer
- Skirt & blouse or sweater set
- Dress pants with blouse or sweater set
- Dress pants with sweater
- Dress pants with shirt & tie
- Dress pants with shirt, tie & sweater
- Dress pants, shirt & sport coat
- Dress pants with sweater



5 Workplace Survival: Expectations

WHAT'S EXPECTED OF YOU

- Make use of available resources such as guides, past examples, online tutorials
- You're open to learning new things
- You're friendly, a team player, and willing to help others
- Good attendance and punctuality
- Follow instructions, listen effectively, and ask questions
- Accurate and careful work
- Good communication skills
- Meet deadlines



EXPECTATIONS FOR MEETINGS

- Take a notepad with you, read information carefully, and take notes
- Arrange a dependable means of transportation
- Ask questions
- Listen & learn from colleagues
- Maintain appropriate grooming & dress code standards

Team meetings with your whole department

Ask your supervisor what is expected of you at team meetings. You may be asked to give updates or an interview, including successes and challenges.

Project meetings

Come prepared to discuss what you have completed so far, what you are currently working on, any challenges you have been facing, what is left to complete, and an estimated timeline for completion.

WHAT TO EXPECT FROM YOUR WORKPLACE

Training

Learning and developing new skills relevant to both real life and the current position

Safe environment

Working in a safe environment that follows employment standards and has established policies and procedures related to harassment, discrimination, duty to accommodate, etc

Feedback

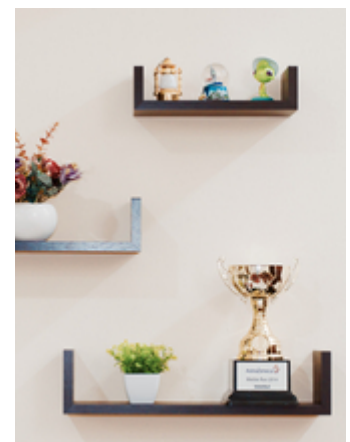
Receiving constructive feedback on performance allows for growth and improvement.

Contribution

Completing meaningful tasks and contributing to the team

Networking

Developing future opportunities and building a network of professionals



6 Workplace Survival: Communication

EMAIL COMMUNICATION

- Write the email before filling in the recipients to prevent accidents
- Double-check spelling & grammar
- If forwarding an email, make sure you write a message about what that person should do ("Please reply to this customer.")
- Make sure that you have the right recipients
- Make sure you've included the right attachments



VERBAL COMMUNICATION

Clarify

Make sure you are actively listening to the instructions being given and taking notes. It's okay to ask questions if you don't understand something.

Ask for help

When asking for advice or help, let them know what you have already tried to demonstrate that you have put effort into solving the issue on your own.

Friendly & Professional

Answer the phone with a friendly, professional tone starting with a greeting and your name.

Clear & Confident

When leaving a message, make sure to answer with a friendly, professional tone starting with a greeting and your name. Leave a brief detailed message about why you're calling, your name & number.

Voicemail

Find out if your organization has a standard voicemail script, otherwise, make sure the audio is clear and state your name, position, company and availability.

**ONTARIO
EMPLOYMENT
STANDARDS**

for those working
within Ontario except
at banks or federal
government

KNOW YOUR
RIGHTS

**YORK UNIVERSITY
CODE OF STUDENT
RIGHTS AND
RESPONSIBILITIES**

RECRUITING ETHICS

**ONTARIO HUMAN
RIGHTS CODE**

**ONTARIO
OCCUPATIONAL
HEALTH AND
SAFETY**

**CANADIAN HUMAN
RIGHTS
COMMISSION**

**CANADIAN CENTRE
FOR HEALTH AND
SAFETY**