

## Co-op & Internship Mid-term Job Seeker Guide

This guide is created to provide jobseekers with **reminders and tips for navigating your job search** - from continuing to actively submit [applications](#), to [interviews](#) and [job offers](#). Below each section, we have included some Frequently Asked Questions regarding these topics.

### Applications

- 1) For most of you who have had access to the Co-op job board since it opened officially in the beginning of each term, an active job seeker should have applied for at least 20 – 30 jobs so far **through the Co-op portal** (not including applications outside of the portal) to increase your chances of securing an interview. If you are not close to that number, now is the time to ramp up your applications! Are you finding it challenging to find roles you are qualified for or interested in? Consider attending a [Co-op Drop-in](#) or booking a Job Search Appointment for job search support with a Co-op Coordinator. Details of these supports are outlined on our website: <https://lassonde.yorku.ca/co-op/drop-ins/>
- 2) Continue to be proactive in your job search! You can do this by:
  - Applying to as many opportunities as you are interested in Co-op & Internship Mid-term Job Seeker Guide
  - In addition to the applying for jobs on the Co-op Job Board we encourage you to seek out additional opportunities externally which includes:
    - researching companies you are interested in applying for and checking out if they have live postings on their website or LinkedIn.
    - using external job boards and searching for relevant jobs you are interested in such as [indeed.ca](#), [LinkedIn job postings](#), [Talentegg.ca](#). Don't forget to look at York University's Career Education & Development job posting board, [Experience York](#). Use keywords such as "intern, co-op, summer student, early career".
    - connecting with your network of friends, past colleagues, neighbours, professors and family to share your plans for a co-op/internship, the type of role you are looking for and asking for support, leads and advice.

[Click here for Applications FAQs](#)

### Interviews

- 1) Check your voicemails and emails frequently. Remember that employers can email or call you directly. They will contact you based on the contact details you have provided in your application. If the employer is arranging the interview through the Co-op Program, you may be contacted via telephone (typically from a private number) or email from [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca).
  - Interview coordination: you may be required by the Co-op Program to fill out a form to identify your preferred interview time. This will be on a first come; first-served basis.
- 2) Be flexible with your interview time availability; but be sure you are ready for the interview.
  - As interview peak period approaches, employers may have limited availability. Be sure to provide them with alternative dates and times you are available if you are not available on times they offer. Keep in mind that many interviews are required to be conducted during normal business hours.
  - You may get excited about the interview and say yes right away not realizing you have a conflict with a test or another interview. When taking calls that could potentially be an employer, make sure you have access to your calendar so you can make an informed decision.

- When you are interviewing with multiple employers, don't forget to schedule breaks in between so you are refreshed and feel ready.
- 3) As you may recall from our Mandatory Co-op Sessions, interviews can have multiple stages. Be sure to review the [Interview Fundamentals Guide](#) prior to your interview and attend our [Drop-ins](#) if you want to practice and assess your interview skills.

[Click here for Interview FAQs](#)

## Job Offers:

Job offers can be presented quickly after an interview. Employers know it's a competitive market out there to secure top talent such as yourself. Stay professional in your communications and remember that accepting a job offer is an important decision.

Sending a formal offer takes resources and often there are background checks and additional administrative work involved. Employers will often present you with a **verbal offer** or **conditional offer** to be able to move forward with the next steps in finalizing your offer.

A verbal offer or conditional offer can come in different ways:

- 1) A telephone call with a recruiter/hiring manager informing you of the offer and you accept verbally
- 2) An email that outlines details of the position and asks you to confirm that you accept (this can be by responding to an email or logging in to their system and clicking "I accept")
- 3) A telephone call or email from a Co-op Coordinator informing you of the details of your offer.

**Once a verbal or conditional offer is accepted, please note that employers view this as your full commitment to the role, and that they expect you to follow through with your commitment to the position.**

***If you are not sure, it may be in your best interest to respond and say "Thank you so much for this offer. May I have a couple of days to think about this and consult with my Co-op Coordinator?" Then take the next steps to consult with a Co-op Coordinator.***

When you accept a verbal or conditional offer, you must inform the Co-op Program about your acceptance so we can move forward with registering your Co-op. You can do this by:

1. Logging in to the Co-op Portal and fill out the work term record for the appropriate term (Fall/Winter/Summer) on your profile in the Co-op Portal
2. For instructions, review the [Creating a Work Term Record for Co-op Program](#) document
3. If not included in your job offer, please send a copy of the job description [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca)

***Unable to create a Work Term Record? This could be due to a variety of reasons such as your profile may not be configured to have an eligible work term.***

- Please fill out the [Register Your Co-op Job Offer Form](#) and send to [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca).
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[Click here for Job Offer FAQs](#)

## Frequently Asked Questions

### Application FAQs

**"I'm not sure if I'm qualified for the jobs posted on the portal. "**

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Review the job postings and assess your eligibility properly. If you meet 60-80% of the qualifications, we encourage you to apply. Strengthen your application by carefully identifying courses, labs, assignments, projects or part-time, volunteer work that demonstrates evidence of you using the skills they are asking for on the posting. Remember that job postings often identify the ideal skills and qualifications of a candidate, but it's not always the case that the hired candidate has 100% of the skills on the job. Often, it is your interest, passion for the role/industry, willingness to learn and your ability to communicate this clearly in your application and interview that gets you the job.

### **“I see lots of postings stating they are looking for 3<sup>rd</sup>-year. Should I still apply?”**

It's important to distinguish the language used in the job postings to identify an answer to this question. If you're not a 3<sup>rd</sup> year student, postings with words such as “must be, 3<sup>rd</sup> year required, required qualifications” usually indicate that if the applicant for the job has a lot of 3<sup>rd</sup> year students, your application may not be reviewed. Words such as “preferred, ideal, nice to have” usually means they are open to 2<sup>nd</sup> year students.

Many employers look to recruiting 3<sup>rd</sup> year students because the role may require more specialized knowledge gained by 3<sup>rd</sup>-year students. Sometimes, this is also because employers have a company initiative connected to hiring you to return as a new grad after your Co-op/Internship.

For 2<sup>nd</sup> year students who are truly interested in the position, and if you believe you have a good combination of experience through group/personal projects, volunteer or paid experiences, case competitions/hackathons, we encourage you to apply and demonstrate your skills through a targeted resume and cover letter.

### **“Can a summer job (off-campus) or full-time on-campus position count as a Co-op?”**

Most of the time, you can convert an off-campus summer job or on-campus position as a Co-op as long as it meets certain criteria. The on-campus positions can include Work Study, RAY, LEAP. Many of these positions can be found at: <https://www.yorku.ca/yuhire>. LURA and USRA positions are also co-op/internship eligible. The minimum requirements are:

- The position must be full-time for 12-16 weeks (at least 420 hours total)
- The position must be relevant to the student's field of study
- The position must include remuneration, in keeping with at least the minimum wage in Ontario.
- The position must have a supervisor who can coach, guide, mentor and evaluate the Co-op/Internship student throughout their work term to facilitate the Co-op Performance Evaluation Process.

## **Interview FAQs**

### **“I've been asked if I'm interviewing with other companies, what should I say?”**

Be honest. You can say you are if you're interviewing but there is no requirement for you to reveal who those employers are. It helps let them know that you could be a hot commodity!

### **“I'm an international student and I've been asked if I have a Co-op Work Permit, how do I answer this?”**

As a Co-op/Internship student, you should have your Co-op Work Permit already, or at least submitted your Co-op Work Permit Application in late December-early January. You can inform your employer that you have submitted your application and are on track to receive your Co-op Work Permit for Summer. You can refer the interviewer to contact us at [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca) if they have any concerns or questions about your eligibility to work for the upcoming term.

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**“I need some advice and someone to practice my interview skills with, can you help?”**

Attend the Co-op [Drop-ins](#) and practice your interview skills with a Co-op Coordinator.

**“How long after my interview will I know if I got the job?”**

Avoid wondering when you'll get the call by asking before the end of each interview, “What are the next steps in the hiring process?” This question will prompt the interviewer to tell you about their timelines. If they are not clear, ask the follow-up question, “Do you have a rough timeline of when you expect to extend the offer to a successful candidate by?”

**“I am a student with a disability and unsure whether I should disclose in an interview. What do you recommend?”**

Whether you should disclose a disability during the recruitment process is up to you and based on your comfort level. Depending on the nature of the disability, you may be required to disclose if you need accommodation in any stage of the recruitment process. Disclosing can also open up a number of supports available for you that you may not have been aware of. We encourage you to reach out to a Co-op Coordinator via email ([lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca)) for an appointment to discuss your concerns and for us to guide you through an approach that works best for you.

## Job Offer FAQs

**“I've been given 48 hours to accept a job but I'm not sure just yet.”**

Accepting a job offer is an important decision. If you need help making a decision, contact a Co-op Coordinator via email or join us during drop-ins. You can also ask the Hiring Manager/Recruiter if you could have additional time to think about the offer.

**“What are some things I can/cannot negotiate at the job offer stage?”**

When an offer is presented to you, you can always ask questions about specifics on the offer. **Before you negotiate**, always reflect on what has been revealed to you during the recruitment process and determine if your request is reasonable. This can have significant implications on your professionalism. Have they mentioned that salary is non-negotiable? Did you apply for the job that says 16 months and now you are wanting to ask for 4 months? Some employers are open to a discussion on certain things like length of term (if the original posting was flexible); and even salary (if their budget allows). Please note that some employers have limited budget if they are a start-up, small – medium sized business. At times, the salary is based on collective agreements or availability of partial funding supports.

- **Civil Engineering students** taking the survey course (ESSE 2635) in the summer are encouraged to ask their employer for a later start date to enable full participation in the course. You can include the Co-op Coordinators ([lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca)) in your request or provide our email for your employer to confirm.

**“I've accepted a job offer and now a more lucrative/interesting job offer has come my way. What can I do?”**

Receiving multiple offers is a testament to your hard work and talent. It is always tempting to start thinking about what you could miss out on now that you've committed to an offer. Reneging or retracting your decision to a job offer is not supported by the Co-op Program, and may cause de-enrolment from the Program. If you receive another offer, be honest with the employer and inform them that you've already committed to an offer. If interested and possible, ask the employer if they would be willing to defer your offer to the next term or next time you are available to go on another work term. For example, if you are committed to a 4-month offer for Summer and are willing to go on another term for Fall or next Summer, indicate this to the employer.

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*These situations will happen to you as a co-op/internship student and once you have graduated. As a co-op/internship student, you have responsibilities and must abide by the student and the terms and conditions you accepted when you were admitted to the program.*

*Remember that your employer has put considerable resources and time into hiring you (recruitment process, background checks, onboarding processes) and are excited to have you join their team. Focus on the possibilities that await you in your upcoming role.*

**“I’ve secured a job offer from a job I applied to outside of the Co-op Portal. How do I register my Co-op/Internship?”**

*Congratulations on your offer! Signing the job offer with your employer is only the first step in your Co-op/Internship. To finalize registration of your Co-op/Internship offer, contact [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca). In your email, please provide us with a copy of your job offer and the contact details of your hiring manager/recruiter.*