In addition to applying for positions on Simplicity, as an Arts & Social Science Co-op student you are eligible to search for your own work term. Here are some guidelines and additional material to support and assist you in your search. Please check our web site or meet with a Coordinator for further details.

**Developing Your Own Co-op Job**
Through networking, you may know of employers whom you would like to work for, or you may want to develop the job search skills you will need after graduation. By taking a proactive approach to getting a Co-op placement you can increase your opportunities and find the job that is right for you.

**Contacting the Employer**
Employers are busy people; respect their time by coming to the point quickly when contacting them. Prepare ahead of time what you will say or discuss with the employer. You may also want to indicate that you are an Arts Co-op student calling to discuss the possibility of a Co-op or temporary position within their organization.

**Presenting Yourself**
If an employer you have contacted is interested in meeting with you, treat it like a formal interview by:
- Doing research on the company and industry head of time.
- Bringing several copies of your resume.
- Dressing as you would for a formal interview.
- Asking for other contact names or referrals before leaving, especially if there does not appear to be any immediate opportunities available.
- Indicating that you will follow up with regard to future possibilities.
- Sending a thank you note, acknowledging the time and information they gave you.

Even if you are following up with a contact you made previously, be prepared to impress this person. They may not have an opportunity immediately available, but may be hiring in the future.

**Indicating Your Interest to Accept**
Consult with a Co-op Coordinator before accepting a job offer.

**Co-op Procedures**
To qualify a position as a Co-op Work Term:

1. Review your plans regarding the development of your own job with a Coop Coordinator.
   - Provide current industry and organization information
   - Indicate if employer has already been contacted or has posted a Coop job opportunity previously
   - Provide employer contact names

2. Ensure the following placement criteria are met:
   - Position is full time (10-16 weeks for a minimum of 420 hours per semester)
   - On the job supervision and training is provided
   - Offers a minimum salary of $1600/month
   - Utilizes the skills you are gaining in your course work, and provides an opportunity for you to develop new skills

3. Complete the **Self-Directed Work Term Application** form (on web site).

Complete and submit the above documentation to your Co-op Coordinator for approval.
In addition to applying for positions on Symplicity expand your opportunities by seeking work externally with new employer contacts. In a Self Directed Work Term, you independently land a job with a Co-op employer who hasn’t hired an SFU Co-op student before. This gives you the opportunity to build your network and pursue a position fitting your unique interests, skills, and career goals.

Before starting your search, meet with your Co-op Coordinator and read through the official Self Directed Work Term guidelines to familiarize yourself with the requirements that must be met for a job to qualify as a Co-op work term. Find them on our website, sfu.ca/coop/assc, under Important Resources. When you’re ready, you can find the Self Directed Work Term proposal form in our Forms section.

**LOCAL**

- **bcjobs.net**
  - Western Canada’s largest job board.

- **jobfreeway.com**
  - Member ID: SFUV5
  - Password: 1484

- **sfu.ca/career**
  - SFU’s Career Services, resources/recruitment.

- **vanouver.craigslist.org**
  - Many job postings for Metro Vancouver.

**SPECIALTY**

- **allianceforarts.com**
  - Art and culture jobs in Metro Vancouver.

- **museums.ca/site/careers**
  - Canadian heritage and museums jobs.

- **bcrpa.bc.ca/jobs/listings**
  - BC Recreation and Parks Association jobs.

- **youngcanadaworks.ca**
  - Canadian heritage summer jobs and internships.

- **go2hr.ca/jobboard**
  - Tourism and hospitality jobs in BC.

- **goodwork.ca**
  - Environmental jobs.

**NON-PROFIT**

- **charityvillage.com**
  - Work, volunteer, and event opportunities.

- **workinnonprofits.ca**
  - Browse paying not-for-profit jobs.

**GOVERNMENT**

- **gov.bc.ca/myhr/employment**
  - BC public service jobs.

- **jobs.gc.ca**
  - All Canadian federal government postings.

- **civicjobs.ca**
  - All Canadian municipal government postings.

- **edmonton.ca/jobs**
  - City of Edmonton posts.

- **jobs.alberta.ca**
  - Government of Alberta postings.

- **www.gojobs.gov.on.ca/JumpStart.asp**
  - Ontario Public Service Internships and Co-ops.

- **calgary.ca/careers**
  - City of Calgary postings.

**ADDITIONAL TIPS**

- Many sites offer Custom E-mail Alert Services based on your job search preferences. Subscribe to sites that interest you and be mindful of the criterium you specify to maximize their relevancy.

- Use Advanced Search Options to filter by job type (internship, seasonal, temporary, or co-op), career, experience, or education level, and other characteristics such as job category, employer, or industrial sector.
<table>
<thead>
<tr>
<th>NATIONAL</th>
<th>high traffic national job boards</th>
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</thead>
<tbody>
<tr>
<td>careeredge.ca</td>
<td>Paid internships for recent grads.</td>
</tr>
<tr>
<td>eluta.ca</td>
<td>Indexes jobs directly from employer websites.</td>
</tr>
<tr>
<td>indeed.ca</td>
<td>Aggregates job listings from thousands of sites.</td>
</tr>
<tr>
<td>jobbank.gc.ca</td>
<td>Career and labour market info and job posts.</td>
</tr>
<tr>
<td>jobpostings.ca</td>
<td>Canada’s largest job board for students.</td>
</tr>
<tr>
<td>simplyhired.ca</td>
<td>Aggregates job listings from thousands of sites.</td>
</tr>
<tr>
<td>talentegg.ca</td>
<td>Popular job site for students and recent grads.</td>
</tr>
<tr>
<td>workopolis.com</td>
<td>Canada’s largest and most popular job site.</td>
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<th>INTERNATIONAL</th>
<th>international job boards and work exchange</th>
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<tr>
<td>aiesec.org</td>
<td>An international work exchange program.</td>
</tr>
<tr>
<td>campusaccess.com</td>
<td>Int’l internship program directory and job posts.</td>
</tr>
<tr>
<td>goabroad.com</td>
<td>Study, volunteer, or intern abroad.</td>
</tr>
<tr>
<td>ihipo.com</td>
<td>Create a personal profile to apply for int’l job postings.</td>
</tr>
<tr>
<td>monster.com</td>
<td>One of the largest job boards in the world.</td>
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