

Career Connection – Navigation and Tips for Co-op Students

TABLE OF CONTENTS

TABLE OF CONTENTS	1
CAREER CONNECTION LOGIN DETAILS	2
LOGIN TO CAREER CONNECTION.....	2
UPDATE YOUR PROFILE (PERSONAL AND ACADEMIC TABS) EACH SEMESTER	2
PROBLEMS LOGGING IN.....	2
FORGOT PASSWORD.....	2
ACCESSING CO-OP JOBS AND CHECKING ELIGIBILITY TO ACCESS CO-OP JOBS.....	2
ACCESS TO VIEW CO-OP JOBS.....	2
REVIEW YOUR PROGRAM REQUIREMENTS AND ELIGIBILITY USING PATHWAYS.....	2
UPLOAD YOUR DOCUMENTS (READ CAREFULLY)	2
ADDING UNOFFICIAL TRANSCRIPT	3
APPLYING TO CO-OP JOBS	3
HOW TO FIND AND APPLY FOR CO-OP JOBS.....	3
MANAGING YOUR JOB APPLICATIONS	3
UPDATING OR DELETING AN APPLICATION.....	3
RESOURCES IN CAREER CONNECTION (CC)	3
TECH TIPS.....	4
FILE MANAGEMENT	4
HOW TO CONVERT FILES TO PDF	4
UPDATING CO-OP PLACEMENT DETAILS	4
REVIEW AND UPDATE YOUR PLACEMENT INFORMATION.....	4

Career Connection – Navigation and Tips for Co-op Students

CAREER CONNECTION LOGIN DETAILS

LOGIN TO CAREER CONNECTION

Login to your Career Connection account using your KPU Student ID and password: <https://shibboleth-kpu-csm.symplcity.com/sso/>

UPDATE YOUR PROFILE (PERSONAL AND ACADEMIC TABS) EACH SEMESTER

Ensure your address, phone number, program, and expected graduation date (okay if you are guessing) are still correct

PROBLEMS LOGGING IN

Sign in using your KPU Student ID # and password. If that does not work, contact KPU IT and let them know you are having problems logging in with your KPU Student ID and password into the Co-op job search database. (604.599.2116 or servicedesk@kpu.ca)

FORGOT PASSWORD

Contact KPU IT, as they will need to reset your KPU Student ID and password. (604.599.2116 or servicedesk@kpu.ca)

ACCESSING CO-OP JOBS AND CHECKING ELIGIBILITY TO ACCESS CO-OP JOBS

ACCESS TO VIEW CO-OP JOBS

- You can view and apply for Co-op jobs **only** during the semester you're actively job-seeking.
- Respond to our '**seeking survey**' sent each semester to indicate your intent to apply for Co-op jobs.
- **Missed the survey?** Email us at co-op@kpu.ca to let us know you're job-seeking. (Note: You will only be granted access once you meet your program's continuance requirements).

REVIEW YOUR PROGRAM REQUIREMENTS AND ELIGIBILITY IN CAREER CONNECTION

- **Find Your Release Status:** Use the Academic Profile in Career Connection to see your Co-op requirements and release status (i.e. whether or not you are released to apply for Co-op jobs).
- **Review for Outstanding Requirements:** If your profile indicates that you have not completed an item or taken an action, read the corresponding description and complete the required actions.
- **Update Info:** If you believe your profile needs an update, want to notify us that you've completed outstanding requirements, or need further clarification, please email us at co-op@kpu.ca.

UPLOAD YOUR DOCUMENTS (READ CAREFULLY)

- Go to the 'Documents' tab and click 'Add New' to upload your resume and other necessary files.
- Label each document clearly for easy identification (e.g., "Sam Smith BC Hydro Resume").

What to Upload?

- **Resume:** Keep one on file at all times and update as needed.
- **Unofficial Transcripts:** Upload the latest version at the start of your job-seeking semester.
- **Cover Letters:** Customize for each job you apply for.

Career Connection – Navigation and Tips for Co-op Students

Important: Check Formatting

Always preview your uploaded documents within the platform to ensure they're formatted correctly. Delete and re-upload any documents with formatting issues.

ADDING UNOFFICIAL TRANSCRIPT

- Generate your [unofficial transcripts](#) through KPU [Online Self Service](#) (OSS).
- Right click and select 'Print,' then 'Save as PDF.'
- Upload the PDF in the 'Documents' tab and select 'Transcripts' as the document type.
- **NOTE: When using the OSS 'Print' button, your name won't appear on the unofficial transcript.** To fix this, right-click and choose 'print' using your browser's print function. Save the document as a PDF.
- Alternatively, you may wish to use a different tool to generate and unofficial transcript, such as [GoFullPage](#) screen capture extension (or similar one) in the Chrome browser.
 - Capture a continuous screenshot of your transcript, which will include your name in the top right corner.
 - Save it as a PDF and rename the document.
- Consider official transcripts:
 - If needed, request an [official transcript](#) on a semester basis, at a cost, and digitize it.

Keep your application materials up-to-date and properly formatted to make a strong impression. Good luck with your Co-op job search!

APPLYING TO CO-OP JOBS

HOW TO FIND AND APPLY FOR CO-OP JOBS

- Navigate to the 'Job Posting' tab.
- In the search field labeled 'Co-op Job,' select 'Yes' to see all available Co-op jobs.
- Tip: Use 'Sort By' to arrange jobs by their deadlines, so you apply for soon-to-close jobs first.
- Click on the job title to see full details.
- To apply, click on the 'Apply' button, choose the required documents, and hit submit.

MANAGING YOUR JOB APPLICATIONS

- Star jobs you're interested in for easy retrieval later.
- Check your submitted applications under the 'My Applications' tab.
- The job will disappear once closed, but its record will remain in your 'My Applications' tab. If shortlisted, you'll receive the job details again.

UPDATING OR DELETING AN APPLICATION

- Before Deadline: Go to 'My Applications' and click 'Withdraw Application' to make changes.
- After Deadline: Contact your Co-op Instructor to withdraw an application, as you can't do it yourself.

RESOURCES IN CAREER CONNECTION (CC)

- Find helpful documents like Quick Tips, conversion guides, and more under the 'Resources' tab.

Career Connection – Navigation and Tips for Co-op Students

TECH TIPS

- For better speed, use Firefox rather than Internet Explorer.
- The maximum file size is 200kb. Compress or remove graphics if necessary.
- Convert troublesome files to PDF before uploading.

FILE MANAGEMENT

- Store up to 10 documents at a time in your 'Documents' tab.
- Delete outdated cover letters to make room for new ones.

HOW TO CONVERT FILES TO PDF

- Refer to the tips in the 'Resources' tab if you're unsure about converting documents to PDF.

UPDATING CO-OP PLACEMENT DETAILS

REVIEW AND UPDATE YOUR PLACEMENT INFORMATION

- At the term's start, update your work term placement details as instructed by your Co-op instructor.
- Navigate to 'My Experiential Learning' under your profile in the top right corner.
- Chose the appropriate placement and select 'Edit' to update the information.
- Be sure to complete all required fields such as Hourly Compensation, Hours Per Week, plus supervisory and contact details.
- Click 'Submit' to save changes.