

More Alumni Services Offered at the Centre:

Individual Assistance: Appointments can be arranged with Career Centre staff to assist you in your career planning and job search efforts.

Job/Career Fairs: An invitation always exists for alumni to attend the Fairs and learn more about organizations and career opportunities.

Job Fair - February, Career Fair - September (the largest of their kind in the country). Visit www.partners4employment.ca for further information.

Career Resource Centre:

The Centre contains comprehensive information on educational and professional institute programs, occupations, employer organizations, work/study/travel abroad, career planning and job search.

Workshops: Career Planning, Résumé Writing, Searching for Jobs and Interview Success are offered regularly.

Career-Related Seminars: Seminars focus on careers related to specific majors and occupations.

Alumni Sharing Knowledge (ASK):

This program provides students and graduates with the opportunity to connect with participating Laurier alumni and learn first-hand about the careers alumni have successfully pursued.



Laurier Career Development Centre

If you require more information regarding the **Alumni Employment Service** or assistance with your job search, please contact Connie Koebel, Employment Specialist.

Visit us at:

192 King Street North, Waterloo
Telephone: 519.884.0710 Ext. 4478
Email: ckoebel@wlu.ca | www.wlu.ca/career

We are committed to providing inclusive programs and services to all students and alumni. Please contact us if you require a disability-related accommodation.

Career Centre Hours:

September - March

Monday, Tuesday, Wednesday: 8:30 a.m. - 7 p.m.
Thursday, Friday: 8:30 a.m. - 4:30 p.m.

April - August

Monday, Wednesday - Friday: 8:30 a.m. - 4:30 p.m.
Tuesday: 8:30 a.m. - 7 p.m.



LAURIER Career Development Centre

Wilfrid Laurier University
192 King Street North | Waterloo, ON N2L 3C5
www.wlu.ca/career

LAURIER Career Development Centre



*...connecting Laurier Alumni
and Employers*



Alumni
Employment
Service



What is the Alumni Employment Service? (AES)

AES is a job posting and résumé referral service offered by the Career Development Centre to meet the customized job search needs of Laurier alumni. Positions posted through this Service have immediate availability.

Each year, more than 1800 organizations contact the Career Centre seeking qualified candidates for immediate job openings in their organizations. The positions are posted and résumés of qualified alumni registered with the Service are forwarded to employers for review. Alumni are notified of where their résumés have been sent and, at times based on requirements, may also receive notices of job postings for direct application to employers.

"WLU's Alumni Employment Service is a resource that every Laurier alumni is fortunate to have. The staff not only have a vast knowledge base of what is available, they put the effort and time in to find the most appropriate matches providing me with links, postings, support and feedback as I started my journey of career change. The services offered are excellent for individuals just entering the workforce, as well as those that have been in it for some time."

– Bessie Schenk, HBA English, 2002

What types of jobs are posted?

A wide variety of career opportunities become available in organizations which vary from small businesses to multi-nationals. These organizations are located primarily within Ontario, but requests from other locations across the country also occur. The Alumni Employment Service receives job postings daily from employers looking for candidates from a variety of academic disciplines. Positions range from entry-level to senior management.

Who is eligible?

Laurier alumni from all disciplines and with varying levels of experience may register with the Alumni Employment Service, including very recent graduates seeking full-time positions as well as more experienced graduates who are looking for career and/or job changes. You do not have to be unemployed to be eligible for the Service, but you must be **actively seeking employment**.

Note: Students in their graduating year may register with the Service six weeks prior to completing their degree requirements.

What is your responsibility?

Follow up with employers!

Job notices are emailed to alumni informing them of positions and where their résumés have been sent. When you receive notifications from us, it is required that you conduct the appropriate follow-up with the employer (e.g., cover letter, apply online, etc.). **If an employer contacts you, it is crucial to respond to the message!**

Keep us informed!

It is essential for the efficiency of the Service that our files are current and accurate. Please keep us updated with any significant changes in information.

When you accept a position...

Congratulations! Please notify the Employment Specialist with the information for our records and Laurier's graduate survey. **It is critical that we do not forward résumés of registrants who are no longer actively seeking employment.**

How do you register?

- *Complete the Alumni Employment Service Registration Form available in the Career Centre or on our website.*
- *Arrange an appointment for a résumé critique if necessary.*
- *Submit five hard copies and an electronic copy of your résumé with the appropriate registration fee.*
- *Registration may be completed by mail or online. An appointment with the Employment Specialist in person or via phone is required to discuss details regarding your job search and the Service.*



"Joining the Alumni Employment Service was both a decision and an investment that I could not have been happier making. I found the employment opportunities offered for recent graduates to be competitive, highly desirable, and above all - career relevant. Because the Service is customized to meet the career interests of each person registered, it delivers personal results, and allowed me to get access to the best jobs in the fastest way."

– Denis Kwok BBA 2007