



University of Toronto Scarborough | 1095 Military Trail, Scarborough, Ontario M1C 1A4 | Phone: 416-287-7111 | [mgmtcoop.utsc@utoronto.ca](mailto:mgmtcoop.utsc@utoronto.ca)

Company \_\_\_\_\_ Job Title \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Interviewer(s) \_\_\_\_\_

**Preferred Interview Date**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  AM  PM

**Alternate Interview Date**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  AM  PM

**Length of Interview**

20 Minutes  
 30 Minutes  
 45 Minutes  
 60 Minutes  
 Other \_\_\_\_\_

**Breaks**

Between Interviews \_\_\_\_\_ min  
 Halfway Point \_\_\_\_\_ min  
 No Breaks  
 Other \_\_\_\_\_

**Interview Location**

MS Teams  Telephone  Zoom  
 WebEx OTHER (note below)  
 \_\_\_\_\_

**List of Candidates**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**Special Instructions:** (Company address for in-person interviews, specific time for break between interviews, lunch hour, testing, interview links, etc.)  
 \_\_\_\_\_

Completed interview forms should be emailed to [mgmtcoopjobs.utsc@utoronto.ca](mailto:mgmtcoopjobs.utsc@utoronto.ca). Due to conflicts with academic schedules please allocate a greater number of time slots than the number of candidates. Your confirmed interview schedule will be emailed to you at least 24 hours prior to your interview date.