



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

Company Name:

Company Address:

No. of Positions:

Student Job Title:

Work Location:

Remote

In-Person

Hybrid

Duration (months):     4       8       12       Other

Start Date:

End Date:

Student Supervisor Name:

Email:

Phone:

Tax Credit Contact Name (if applicable):

Email:

### Offer Instructions:

1. To extend a job offer, list the student as #1 under "Offer Number". For more than one job offer, simply list the appropriate students #1 as well.
2. If you have a student you would be willing to offer the role to if your first choice does not accept, please mark the student(s) as #2, #3, #4, etc. and we will offer the role to the next student in line.
3. You are not required to offer a role to all students interviewed – only those who you would be willing to hire. Please provide feedback below for students who you have interviewed but are not willing to hire.
4. Please email the offer form to [mgmtcoopjobs.uts@utoronto.ca](mailto:mgmtcoopjobs.uts@utoronto.ca).

Offer Number	Student's Name	Rate of Pay

To allow students to improve on their interviewing skills, please provide feedback for students who you have interviewed but are not willing to hire. Please select from the relevant areas of improvement using the number codes.

1 = Punctuality 2 = Increased enthusiasm 3 = Appropriate body language 4 = Appropriate eye contact		5 = Knowledge of company 6 = Comprehension of questions 7 = Use of specific examples 8 = Clarity and depth of answers		9 = Technical knowledge 10 = More relevant experience			
Student's Name		Code(s)		Student's Name		Code(s)	

As an employer I agree to supervise the student during the work term and report any issues to a Co-op Coordinator. I will provide payment to the student as outlined above and agree to complete a site visit & final evaluation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_