



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

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**Alternate Interview Date**

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

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

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**Length of Interview**

20 Minutes

30 Minutes

45 Minutes

60 Minutes

Other \_\_\_\_\_

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**Breaks**

Between Interviews \_\_\_\_\_ min

Halfway Point \_\_\_\_\_ min

No Breaks

Other \_\_\_\_\_

**Interview Location**

MS Teams       Telephone       Zoom

WebEx      OTHER (note below)

\_\_\_\_\_

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**List of Candidates**

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

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

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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.