

## **Co-op/Internship Interview Request Form**

Company Name	Type of Interview: Phone/Virtual
UR Job #	
Company Job #	Off-Campus On/Off-Campus Location:
Name	Name of interviewer(s):
Phone Number	
Preferred Interview date:	
Alternative/Additional date(s):	
Interview Start time a.m.	p.m. (please note for campus interviews, office is not open before 8:00 a.m.)
Length of interviews: minutes	
Do you need breaks between each interview? Yes	No Length of time:
Is a lunch break required? Yes No	Length of time:
Before commencing interviews, is a general talk with all candidates required? Yes No	
Student(s) to be Interviewed:	
Send interview schedule to:	
Name:	Phone:
Email:	Fax:

Extra comments or requests:

Please note that upon receipt of this form, the Co-op office will confirm dates and times for Interviews. Should you have any questions, please contact the Co-op office directly at (306) 585-4600 or coop.office@uregina.ca