



POSITION TITLE \_\_\_\_\_

COMPETITION NUMBER \_\_\_\_\_

CANDIDATE NAME(S)

HIRING MANAGER NAME & CONTACT INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**PANEL MEMBERS** Please confirm all panel members before submitting your request.

*If your panel members change, please inform your HR Generalist or HRBP as soon as possible.*

HR BUSINESS PARTNER OR HR REPRESENTATIVE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

### INTERVIEW SCHEDULE DETAILS

Date of Interview(s):

Length of Interview(s):

Time Frame for Interview(s):

Do you require a lunch break? Yes

Lunch time requested:

No lunch break

Have you booked an interview room?

Yes No

If yes, provide room number/campus:

Do you require us to book an interview room? Yes

No

Do you require AV (Audio/Video) equipment? Yes

No

### INTERVIEW QUESTIONS

Please provide interview questions by **no later than/a minimum of 48 hours prior** to the interview(s) for your interview packages.

### SKILLS ASSESSMENTS

Is testing required for this competition? Yes No

*If Yes, please complete the details below.*

Excel (30 mins) Beginner Intermediate

Reading Comprehension (10 mins)

Word (30 mins) Beginner Intermediate

Proofreading (10 mins) Basic Math (30 mins)

PowerPoint (15 mins) Beginner Intermediate

Customer Service: Call Centre (15 mins)

Outlook (10 mins) Beginner Intermediate

Spelling & Grammar (15 mins)

Microsoft Office - Beginner/Intermediate (30 mins)  
(Includes Word, Excel, PowerPoint, and Outlook)

Financial Accounting (10 mins) Beginner Intermediate

Excel & Word (Beginner/Intermediate) (45 mins)

Data Entry/Keyboarding (15 mins)

#### Custom Test

If you choose to take advantage of this option please provide the instructions and a copy of the assessment to your HR Generalist.

Total time allotted: \_\_\_\_\_

**Recommended: no longer than 1 hour**

*Due to limitations of software, some custom assessments may not have the capacity to be accurately graded by a computer. These custom tests will be submitted ungraded to the hiring managers upon completion.*

## CATERING MENU

Please indicate any items you would like to order for your scheduled interviews, specifying the quantity of each item, the time of preferred delivery and your department FOAP.

	Jug(s) of Water		Cookies		Day Break Breakfast (Includes muffins/pastries, juice, coffee and tea.)
	Coffee		Fruit tray		Ciabatta Bites (Includes ciabatta bites, two sides, juice, soft drinks, coffee and tea.)
	Tea		Veggie tray		The Deli Classic (Includes sandwiches, two sides, juice, soft drinks, coffee and tea.)
Other (Please specify)					
<b>FOAP:</b>		<b>Other Details</b> (delivery time, allergies, etc.):			

## INTERVIEW PACKAGES

The packages for your interview(s) will be completed by your respective HR Generalist and provided to the HRBP/HR Representative participating on your interview panel to distribute on the day of the interview(s). For positions that do not require an HRBP/HR Representative on the panel, the hiring manager will be notified when packages are ready for pick up.

Please return the completed form to your respective HR Generalist for scheduling with a **minimum of 5 business days' notice before the date of the interview(s).**

**Other Relevant Information or Details (i.e. presentation component, other requests, etc.)**