



POSITION
TITLE

REQUISITION
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

INTERVIEW QUESTIONS

Please provide interview questions **no later than 3 business days prior** to interviews for your packages.

CANDIDATE TESTING

Is testing required for this competition? Yes

No

If Yes, please complete the details below.

Excel (30 mins) Beginner Intermediate

Word (30 mins) Beginner Intermediate

PowerPoint (15 mins) Beginner Intermediate

Outlook (10 mins) Beginner Intermediate

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

Excel & Word (Beginner/Intermediate) (45 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.

Reading Comprehension (10 mins)

Proofreading (10 mins) Basic Math (30 mins)

Customer Service: Call Centre (15 mins)

Spelling & Grammar (15 mins)

Financial Accounting (10 mins) Beginner Intermediate

Data Entry/Keyboarding (15 mins)

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.

OTHER INFORMATION

(e.g. presentation, etc.):