

Co-op Interview Guidelines



Please read the following guidelines on Co-op interview practices to help you navigate the busy term successfully.

General Practice

- Please check your email and SCOPE regularly for interview invitations.
 - o If you find that you have interview invitations in SCOPE, but no corresponding email, then please check your spam folder, as well as adding **@sciencecoop.svc.ubc.ca** to your safe sender's list.
- Sign up for interviews promptly **within 24 hours**.
- Contact our interview staff if you would like to book an **interview room** at one of our locations (Chem/Phys, BIOL, or ICICS).
- If an employer contacts you directly to schedule an interview, please respond **promptly** and professionally. Once the interview is confirmed, email our office with the interview details so we can record it in SCOPE.
- Please note that **use of AI** or any transcribing tools are **not permitted** in Co-op interviews. If you require accommodation for your interviews due to a disability or medical condition, please reach out to your Co-op Coordinator.

Scheduling Conflict

- Please note that you **may need to miss classes** to attend an interview
- Rescheduling requests are **ONLY** accepted when the following occur at the same time as the interview you are being requested to sign up for:
 - o **Midterms**
 - o **Labs**
 - o **Exams**
 - o **Other interviews**

*We will make every effort to reschedule, but we cannot guarantee that the employer will be able to accommodate changes. In such cases, the interview may need to be cancelled.

- If you have a scheduling conflict, contact the interview staff immediately for assistance.
- Delay in scheduling your interview can negatively impact both the employer and other Co-op students interviewing for the same position.
- Please refer to [Section 6 of the Co-op Terms & Conditions](#) for full details on interview policies.

Interview Issues & Preparation

- For online interviews, if you did not receive the meeting link, please contact us as soon as possible ideally well **before your scheduled interview time**.
- If you experience any other issue with your interview (e.g., an employer no-show), please **immediately contact** the Science Co-op member who sent you the interview sign up email for assistance.
- Reach out to your Co-op Coordinator if you would like help preparing for an interview or have concerns about an interview request.

Lastly, if you are contacted by an employer directly with a job offer, please notify your Co-op Coordinator immediately. Our Co-op team is here to help you!