Co-op ranking and interview sprint planner

Plan interviews and rank employers in the order your campus co-op portal asks for. Copy ranking windows only from the portal or your co-op office.

NAME

DATE

THIS CYCLE

SCHOOL AND PORTAL (FOR EXAMPLE YOUR CAMPUS CO-OP SYSTEM)

RANKING WINDOW OPENS (FROM THE PORTAL)

RANKING WINDOW CLOSES

NUMBER OF RANKS I MAY SUBMIT

RANKING DRAFT

Rank I intend	Employer and role	Interview date and format	What I learned in the interview	Offer / no offer / pending

BEFORE I SUBMIT RANKS

- [ ] Copied the ranking deadline from the portal, not from memory
- [ ] Interviews I booked are in my calendar with the time zone
- [ ] I understand how the portal breaks ties or treats unmatched ranks, as its own help page says
- [ ] I saved a screenshot or confirmation after I submitted ranks

Each school's portal has its own rules and windows. This planner does not replace the portal. WaterlooWorks and other named systems are examples of campus portals; use the instructions your office publishes.

SOURCES (CHECKED 2026-11-27)

Check current federal student job inventories, if you are also ranking or tracking those applications on the official page.
https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html (checked 2026-11-26)