

For Students

Rady Careers Management Center is pleased to offer a quiet, well-equipped space for students conducting virtual interviews. Space is limited and reserved specifically for those who have verified interviews.

To book one of these rooms for an interview:

Email Rady Careers (careers@rady.ucsd.edu) with your request. Include the information listed below:

Name	
PID	
Program	
Grad Quarter	
Grad Year	
Interview Date	
Interview Start Time	
Interview Approximate Length	
Interviewing Company/Org	

****Attach a copy of the interview confirmation when sending this request to book****
Students will be unable to book without submitting this confirmation.

Students will automatically be booked in the room for the half-hour prior to the scheduled interview start time. This is to ensure that all technical components are working properly. For troubleshooting technical issues, please contact Rady IT support (help@rady.ucsd.edu or 858-534-0845).

For Staff

Once a student has submitted their request, the room manager should:

1. Check that the interview confirmation seems valid. If it does not, ask the student for more details.
2. Check the Outlook calendar to ensure there is availability for that time slot.
 - a. Remember that all interviews are booked with an additional half hour *before* the interview begins.
3. If the time is available, book it on the Outlook calendar with the corresponding color to indicate which room is being used for the interview.
 - a. Room 4N129: **Purple**
 - b. Room 4N130: **Blue**

Ensure that the following information is on the calendar:

Student's Name
Student's Program
Start time of interview

For privacy purposes, do not include the following on the calendar:

The company/organization name
Any offer details
PID

4. Once booked, record the student's request on this [Google Sheet](#).
5. At the conclusion of each quarter, send an email to request that students report their offers received from interviews in 12twenty. (Not applicable for PhD students).