

#### For Rady Graduate Students

Rady Careers Management Center is pleased to offer a quiet, well-equipped space for Rady graduate 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](mailto:careers@rady.ucsd.edu)) with your request. Include the information listed below:

|                                     |  |
|-------------------------------------|--|
| <b>Name</b>                         |  |
| <b>PID</b>                          |  |
| <b>Program</b>                      |  |
| <b>Grad Quarter</b>                 |  |
| <b>Grad Year</b>                    |  |
| <b>Interview Date</b>               |  |
| <b>Interview Start Time</b>         |  |
| <b>Interview Approximate Length</b> |  |
| <b>Interviewing Company/Org</b>     |  |

**\*\*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](mailto:help@rady.ucsd.edu) or 858-534-0845).