

## Policies for Using the Engineering Career Center Interview Room

The Engineering Career Center (ECC) has a small, private conference room available in which students can reserve a time to conduct a phone, video, or technical interview in a quiet environment.

This room is also used by the ECC for staff meetings, by the College of Engineering for meetings, and by employers for on-campus interviews. Therefore, the room is not guaranteed to be available when you need it.

### Reserving the Room

1. **You must reserve the interview room in advance** by emailing Eliana Riley: [eliana@uic.edu](mailto:eliana@uic.edu). The room may be reserved for any day that the ECC is open, which is typically Monday - Friday, excluding holidays and other days as noted on our website. You may only reserve the room between the hours of **9am-4:30pm**. We grant reservations on a first-come, first-served basis.
2. Most students wish to have **10-15 minutes to arrive at the ECC to get set up** before their interview starts. When you request your reservation time, please build in any time that you would like to be in the room prior to your interview. You may not be granted access to the room early if you arrive before your reserved time.
3. **If you reserve the room and find that you no longer need it**, you **MUST** email Eliana at [eliana@uic.edu](mailto:eliana@uic.edu) to cancel your reservation because another student may want to reserve the room.
4. If an employer needs to use the interview room to conduct on-campus interviews, we may need to cancel or reschedule your reservation.
5. **If the room is not available at your requested time**, we suggest calling the central office of Career Services at (312) 996-2300 to request one of their interview rooms. They're located in Student Services Building (1200 W. Harrison St., Suite 3050).

### Using the Room

6. **Students may use the interview room for internship/job interviews ONLY.** You may not use this room to study or for any other purpose other than an interview or online assessment administered by an employer.
7. **Your reservation has a strict start time and an end time.** You will be required to adhere to your start and end times, even if your interview goes longer than expected.
8. **No food or beverages are allowed** in the interview room, with the exception of water.
9. The ECC **printer/copier is not available** for student use.
10. Students may use the whiteboard and monitor if they need it for their interview.
11. **Please leave the room as you found it.** This means logging out of the computer, taking your trash with you when you leave, and erasing the whiteboard if you used it.



**Engineering  
Career Center**