

EQUIPMENT AND ROOM SCHEDULING FOR REMOTE INTERVIEWS

Video-Teleconferencing

Video-teleconferencing allows you to interview in real time with an off-site employer. The Ford School has IP based video-conferencing equipment available to use for internship and job interviews. If an employer requests to conduct an interview by video-teleconference, please follow the following steps to reserve the equipment, check room availability, and request assistance of an AV technician:

1. Identify possible dates/times and length of the interview with the employer. Confirm with the employer that they can do IP based videoconferencing. The Ford School does not offer ISDN videoconferencing. Request the contact information (name, email and phone) for the AV technician on the employer's side. The technical staff will generally conduct a test of the equipment to ensure compatibility prior to the scheduled interview date.
2. Find an available conference room for the teleconference. Scowcroft and Steelcase work best for this purpose, though the equipment can be set up in any room in Weill Hall. You can see the availability of the Weill Hall conference rooms at: <http://fordschool.umich.edu/facilities/index.php>.
3. Complete the Facilities Event Request form on the Ford School website: <http://fordschool.umich.edu/facilities/eventrequest.php>. Check "Yes" to indicate you will need teleconferencing equipment and that you would like an AV technician's help for set-up. Include the employer's AV contact information in the AV Notes section of the form.
4. Once you submit the form, you will receive an automatic e-mail from Facilities. This is a record of your request; it is **not** a confirmation. You will receive a follow-up confirmation e-mail within 24 hours.

The scheduling procedures state that a **two week notice** is needed for teleconferencing due to the equipment testing required:

http://www.fordschool.umich.edu/facilities/docs/room_scheduling_procedure_winter2006.pdf.

However, if the employer requests an interview time with less than a two week notice, the AV staff will make every attempt to accommodate the request, given staff and equipment availability. If Ford School staff cannot accommodate the request and the interview time cannot be rescheduled, students can check for availability at the UM Media Union.

There is no cost to students for using the Ford School equipment.

Phone Room

Graduate Career Services has a room available for conducting (land-line) phone interviews with employers. To schedule use of the room, e-mail Amy Fredell (afredell@umich.edu) with the employer, date, time and length of the interview. If the room is available, Amy will reserve the space and email you with the phone number to provide the employer for calling in to the room at the arranged time. The phone room is scheduled on a first come, first serve basis and is available for career-related calls only.

When arranging your phone or video-conferencing interview with the employer, please be sure to keep any differences in time zones in mind.