

# INTERVIEWING AT UW BOTHELL CAREER SERVICES

## RESERVATION & INTERVIEW DETAILS

You may view the details of your reservation (including date & number of rooms) through your Handshake account.

**INTERVIEW TIMES:** All interviews must be scheduled between the hours of 8:30AM and 4:30PM. You're welcome to add extra candidates to your schedule, as long as they fall within those hours. We ask that you **please vacate your interview rooms no later than 4:45PM.**

**GREETERS & EXTRA STAFF:** Additional space for greeters and other members of your campus recruitment team must be reserved ahead of time. You may request additional interview rooms through Handshake.

## LOCATION AND TRAVEL INFORMATION

The **UW BOTHELL CAREER SERVICES OFFICE** is located at **UW1 160 (Founders Hall).**

**ADDRESS:** 18115 Campus Way NE Bothell, WA 98011

**DIRECTIONS/MAPS/PARKING:**

Directions and a map of our campus may be found at <http://www.uwd.edu/visitors/directions>. You should park in the South Parking Garage or the surface lots near the South Garage. The cost to park is \$5.00 for 0-3.5 hours and \$8.00 for over 3.5 hours. Please note that any time after 9:30AM, parking can be a challenge on our campus. Please be sure to give yourself plenty of time to park.

## CHECKING IN & ACCOMODATIONS

**CHECK IN:**

Check in at the Welcome Desk on the first floor of UW1 next to the **Student Success Center** and the receptionist will notify a Career Services staff member when you have arrived. We will assist you in getting settled.

**WHAT TO BRING:**

- A final copy of your interview schedule
- Your printed resumes
- Business cards to share with candidates
- Laptop (if needed)

**INTERNET ACCESS:** Wi-Fi information will be provided to you upon arrival.

CANCELLING OR  
RESCHEDULING YOUR  
INTERVIEWS

To change or cancel your reservation, please contact Susan Vinson or Becky Berg ([uwbhire@uw.edu](mailto:uwbhire@uw.edu)) as soon as possible.