

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) as soon as possible.