

## Reserving Interview Rooms at MIT

Consider planning your on campus interviews around one of the many career fairs offered throughout the year at MIT. Visit the [Attend a Career Fair](#) page or the individual student organization career fair site for date and other fair event details. Please note that room reservations for dates surrounding career fairs fill up quickly!

### Important Reminders:

- Look at the [Recruiting Calendar](#) for important dates including the **first date for room reservations!**
- Reservations always open at **NOON EST (12PM)**.  
(we open at 12PM EST to allow for the west coast recruiters to reserve)
- All reservations are **first come, first serve**.
- Reservations fill VERY quickly (100+ reservations every 10 minutes is the average).

### To ensure a smooth reservation experience:

- Add [careerbridge@mit.edu](mailto:careerbridge@mit.edu) to your safe sender list.
- Make sure that your browser **allows pop-ups** from the site:  
<https://www.myinterfase.com/mit/employer>
- Have your credit card ready.
- Log into CareerBridge at 12PM. (**If you are logged in before 12PM, you will need to log out and log back in!**)
- Before the opening date, take a look at our new Employer FAQ page: <https://gecd.mit.edu/employers/recruiting-policies-and-resources/employer-faq>

**Step by step (with images) on reserving a room** (also available on our [Employer FAQ](#) page):

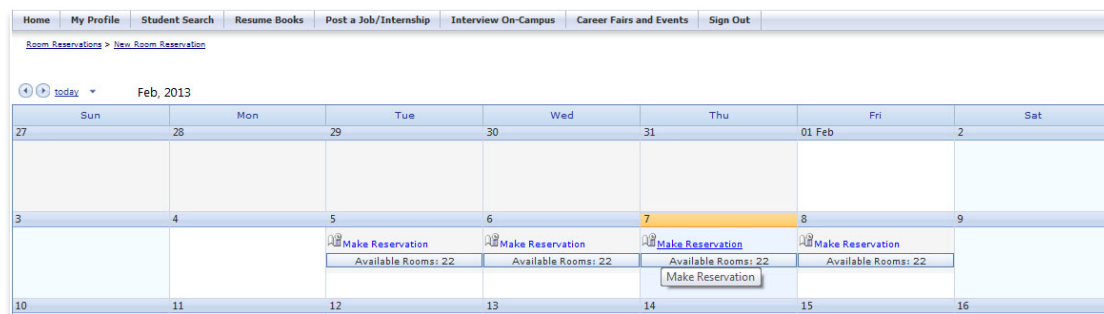
1. Make sure you are allowing POP-UPS on your browser
2. Log into [CareerBridge](#)
3. Mouse over 'My Schedules' and click on 'View/Reserve Room Reservations'.



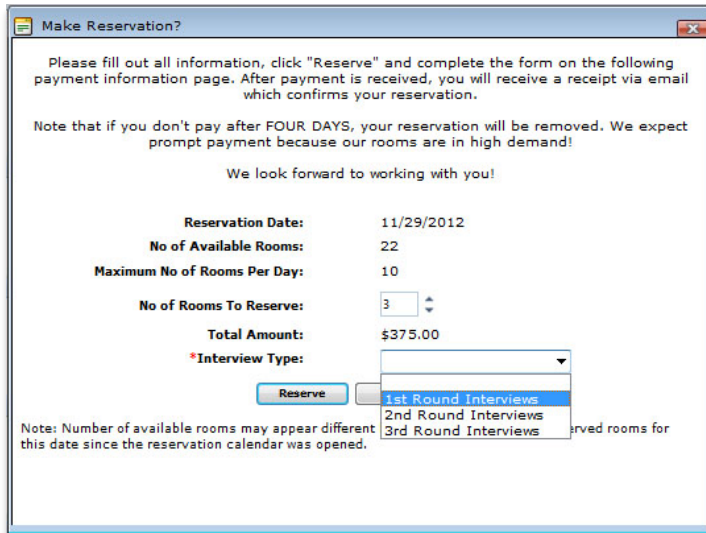
4. Click 'Add New Reservation' (upper left corner)



5. Scroll to the desired month and day(s)
6. Check for availability
7. Click 'Make Reservation'.



8. Select rooms and click 'Reserve'.



**Make Reservation?**

Please fill out all information, click "Reserve" and complete the form on the following payment information page. After payment is received, you will receive a receipt via email which confirms your reservation.

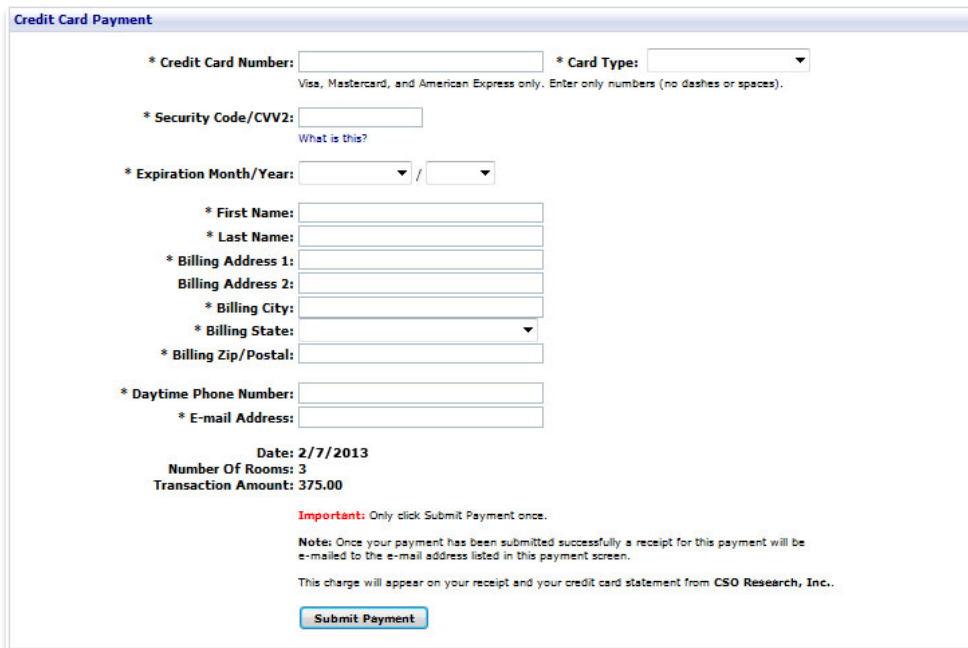
Note that if you don't pay after FOUR DAYS, your reservation will be removed. We expect prompt payment because our rooms are in high demand!

We look forward to working with you!

**Reservation Date:** 11/29/2012  
**No of Available Rooms:** 22  
**Maximum No of Rooms Per Day:** 10  
**No of Rooms To Reserve:** 3  
**Total Amount:** \$375.00  
**\*Interview Type:** 1st Round Interviews

Note: Number of available rooms may appear different on this date since the reservation calendar was opened.

9. Fill out payment information and click "Submit Payment".



**Credit Card Payment**

\* Credit Card Number:  \* Card Type:

Visa, Mastercard, and American Express only. Enter only numbers (no dashes or spaces).

\* Security Code/CCV2:

What is this?

\* Expiration Month/Year:  /

\* First Name:

\* Last Name:

\* Billing Address 1:

Billing Address 2:

\* Billing City:

\* Billing State:

\* Billing Zip/Postal:

\* Daytime Phone Number:

\* E-mail Address:

Date: 2/7/2013  
 Number Of Rooms: 3  
 Transaction Amount: 375.00

**Important:** Only click Submit Payment once.

**Notes:** Once your payment has been submitted successfully a receipt for this payment will be e-mailed to the e-mail address listed in this payment screen.

This charge will appear on your receipt and your credit card statement from CSO Research, Inc..

Note: Your reservation is complete once payment is made. Afterward, you will receive an email with your payment invoice and useful links regarding posting of your job, creation of your schedule, location and travel information and more. Please be patient as high volume can create delays. Also, please be sure to add [careerbridge@mit.edu](mailto:careerbridge@mit.edu) to your email safe sender list!

For questions and/or concerns, please contact us at [careerbridge@mit.edu](mailto:careerbridge@mit.edu), or 617-715-5327.

### **Employer Relations**

MIT Global Education & Career Development (GECD)

40 Ames Street, Building E17

Cambridge, MA 02139

<http://gecd.mit.edu/employers>

617-715-5327

[careerbridge@mit.edu](mailto:careerbridge@mit.edu)