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 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’.

9. Fill out payment information and click “Submit Payment”.

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 to your email safe sender list!
For questions and/or concerns, please contact us at careerbridge@mit.edu, or 617-715-5327.

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