

RESERVING SPACE AND EQUIPMENT FOR PHONE AND SKYPE INTERVIEWS

It is important to ensure that you have the proper equipment and a private, quiet space for phone and Skype interviews. To assist students in locating equipment and rooms for such interviews, WPI provides the resources below.

Library Tech Suites and Equipment

The library has 11 Tech Suites available for reservation. Each suite comes equipped with a 50" plasma display, a dedicated networked PC, two additional network ports, wireless coverage, a whiteboard with markers and eraser, and a telephone connection (speaker phones may be reserved). In order for outside calls to reach Tech Suite phones, instruct the person conducting the interview to call 508-831-5410, and the Information Desk staff will transfer the call.

You may request a reservation for a Tech Suite in person at the Tech Suite Reservation Station at the Information Desk in the Gordon Library during library hours, or by contacting the Tech Suite hotline at 508-831-5094. To learn more about reserving a Tech Suite and the additional equipment that is available, visit wpi.edu/academics/library/inlibrary/tech-suites.html.

Tech Suites in the Residence Halls

If you live in East, Faraday, Founders, or Messenger Hall you can use one of the tech suites located in your residence hall. Each tech suite includes a television with HDMI and VGA connection. You will need to provide any other equipment necessary for your interview. Speak to

your RA/CC to learn more about utilizing a tech suite in one of these three halls.

Please note that you **MUST** be a resident of the particular hall in order to reserve that hall's tech suite. For instance, if you wish to reserve a tech suite in Faraday Hall, you can only do so if you live in Faraday Hall.

Checking out Equipment from the ATC

The Academic Technology Center (ATC) has a large inventory of equipment available for use by the WPI community (current faculty, staff, and students). Equipment may be checked out for a 48-hour period on a first-come, first-serve basis. You can get more details on available equipment and instructions on checking at wpi.edu/Academics/ATC/Equipment/inventory.html.

Career Development Center
Project Center
508-831-5260 | cdc@wpi.edu
wpi.edu/+cdc

 facebook.com/cdcatwpi

 youtube.com/cdcatwpi

 linkd.in/wpicdc

 wpi_cdc

 [@cdcatwpi](https://twitter.com/cdcatwpi)

 wp.wpi.edu/cdc

 pinterest.com/cdcatwpi