



Interview Rooms

Policies and Procedures

Who can use the rooms?

- Current students of the George L. Argyros School of Business and Economics
- Alumni of the George L. Argyros School of Business and Economics
- Employers invited by Chapman staff and faculty
- Students, staff, and faculty of Chapman University

What can the rooms be used for?

The rooms are available for “career-related” activities. These include, but are not limited to:

- In-person interviews (for Business School students and other Chapman University students at the discretion of Argyros School Career Services)
- Skype and phone interviews
- Informational Interviews/Networking Calls
- Mock interviews
- Employer office hours
- Virtual Presentations/Conference Calls

**Other career-related uses will be considered by Argyros School Career Services staff.*

Room Availability

The interview rooms are available Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. The rooms will not be available during evenings, weekends, or holidays on which the campus is closed.

Technology

The interview rooms are outfitted with a phone, computer, flat screen TV, and video camera. These resources are only to be used for the purposes listed above. Any other use is strictly prohibited.

Food & Beverages

Water is permitted inside the interview rooms. Other types of food or beverage are not allowed.

Cost

The rooms are free of charge for approved use.

Cancellations

If a reservation is made and needs to be cancelled, it is the responsibility of the person reserving the room to let Argyros School Career Services know immediately. Should an individual “no show” 3 times, Argyros School Career Services will block them from reserving interview rooms.

Booking a Room

We ask that reservations be made at least 2 business days before the reservation date. Anything inside of that timeframe may not be guaranteed.