

Student Interview room Booking Procedure

Interview rooms in the Careerzone can be booked by students. The primary purpose of these rooms is for interviews but these can be booked for private study when available.

The following booking terms are to ensure fair usage by the maximum number of users.

Equipment Available

Desktop computers with webcam; phone for receiving incoming interview calls; desks and chair/s

How do I book a room?

Contact SID with the time, date and reason you would like to book the room. It is advisable to call or visit the desk in person in case your first preference is not available. Once your booking is confirmed, you will be sent an email confirming your booking.

Rooms can be booked on the day. Students must have a booking to use an interview room.

What if I no longer need the room?

If you need to cancel your booking, contact SID as soon as you know you need to make a change. Multiple cancellations or non-attendance at a booking will result in suspension of room booking privileges.

If you do not arrive for your room booking after 10 minutes it will be made available for booking by others.

How far in advance can I book?

If your booking is for an interview you can book up to 14 days in advance.
If your booking is for private study you can book up to seven days in advance.

How many hours can I book?

You can book up to 6 hours per day in advance. If after your 6 hours the room is still available and you need more time, you may book the remaining 6 hours. You can book between Student Services Centre opening which are 8am to 8pm Monday-Sunday during term-time and are subject to change. Please check for latest information. Please note [SID's opening hours](#) for booking support.

You may make up to two advance bookings per calendar week.

Terms of Use

- Food and drink must not be consumed in the interview rooms (except bottled water)
- SID may cancel your booking if the room is being used for reasons other than study. This includes but is not limited to; leaving the room unoccupied, sleeping in the room
- You are responsible for any damaged caused to the room or equipment

- You are responsible for checking and reporting any damage to the room at the start of the booking to the SID team at the desk. Unreported damage may lead to you assuming responsibility for damage caused by the user before
- Not adhering to the terms of use may result in charge or suspension of ability to book rooms