

The room you choose for the interview matters. While there may be some limits in the kinds of rooms available for use given budget constraints or department limitations, choosing the right room is important for the safety and comfort of all involved.

SAFETY

- Choose a room that is free of potential weapons. This includes any easily accessible, sharp, or heavy objects that might be in arms reach.
- Place yourself in location where you can easily exit the room if you are able.
- Avoid using a room that is isolated; where you would be unable to call for assistance if you needed help.



PRIVACY

- Pick a room where the conversation will not be overheard by others.
- Avoid offices with glass walls or windows that lack a privacy screen.
- Consider a white noise or sound machine to shut out external noise.
- Once you begin, the space needs to be free of distractions like phone calls or knocking.



COMFORT

- Consider the room from their perspective. For example, while a large and comfortable conference room may seem ideal, they may have not been in a conference or board room like this and it may be intimidating.
- Avoid overly formal and sterile places. While it might seem professional to you, students may have negative associations with such rooms, seeing them instead as a place of punishment.

