

Video-conferenced Interview Policy

The University of Mississippi School of Law offers video-conferencing as a cost-effective method for interviewing our students remotely. In order to ensure room and equipment availability, while minimizing scheduling conflicts, please follow the policy below.

Students:

Before finalizing your video-conferenced interview, you will need to complete the following steps:

Upon learning of the employer's interest in conducting an interview by videoconference,

- **Advise a representative of Career Services** so we may obtain affirmative assurance of the employer's adherence to our non-discrimination policy.
- **Obtain the name of the employer's technology person.** Members of our IT department will need that information to ensure the compatibility of the employer's systems with ours and to conduct a test of the videoconference hardware prior to your interview.

You *must* verify the availability of a room with videoconference capability **and** contact our IT department **a minimum of three business days in advance of your potential interview time.**

- To reserve the Dean's conference room, Room 2073, you must check with Ms. Pamela Gordon, Assistant to the Dean, in the Dean's suite. Her e-mail is ppgordon@olemiss.edu.
 - To reserve all other Cisco-Tandberg IP Video Conference rooms (Room 1078, 1090 and Moot Court Rooms I & II), you must contact Ms. Rose Maten at rmmaten@olemiss.edu.
 - To schedule a videoconference via Go-To-Meeting, you may use almost any of the law school classrooms with connectivity. Contact Ms. Maten to verify room availability at rmmaten@olemiss.edu.
1. *Tentatively* reserve your room with either Ms. Gordon or Ms. Maten. *Neither of them will finalize your reservation until they receive a confirmation from our IT department.*

2. Provide Information Technology Coordinator CJ Dowden cjdowden@olemiss.edu with the employer's technology person's contact information as obtained from your interviewer.
3. Finalize your reservation with Ms. Gordon or Ms. Maten.
4. Prepare for your interview and then interview!

Videoconferencing is on a first-come-first-served basis. Currently, the law school *can only conduct one Go-To-Meeting event at a time.*

Employers:

The Office of Career Services will be requesting affirmation of your compliance with the law school non-discrimination policy before videoconference arrangements are confirmed.

The platforms available for videoconferencing are Go-To-Meeting Video Conference and Cisco-Tandberg IP (true) Videoconference. While the Go-To-Meeting conferencing is available in a broader array of rooms, the law school can only conduct one Go-To-Meeting event at a time. Given the necessary coordination between our IT department and your IT staff, *we ask that you refrain from finalizing your videoconference interview appointment until after the student has confirmed both room and equipment availability.*
