



***Welcome to your interviews at Microsoft Corporation. In an effort to ensure you receive all information needed for a great interview experience, we've provided the following checklist for you.***

**Pre-interview:**

- ☐ Be sure to use your full legal name on all documents.
- ☐ Please view the job description on the <https://careers.microsoft.com/us/en/login>
- ☐ Sign Non-Disclosure Agreement prior to your interviews. This document can be found in your action center. <https://careers.microsoft.com/us/en/login>
- ☐ Notify the Interview Scheduler of any special accommodations needed, including dietary restrictions.

**Received Tentative Schedule:**

- ☐ Be sure to block interview date(s) on your calendar.
- ☐ Review directions to your interviews. <http://www.bing.com/maps/>
- ☐ Complete the online documents (view and sign) and print a copy of the documents for your personal records.

**Receive Final Confirmation (1-2 days before interviews):**

- ☐ Review name, start time and location of the first interviewer.

**Interview Day Reminders:**

- ☐ Review the directions to hotel and/or interviews. <http://www.bing.com/maps/>
- ☐ Your interview day schedule may contain a break. We recommend you bring a book or laptop to use during this break.
  - You may request guest internet access from the building receptionist.
- ☐ Check in with the building Receptionist, being sure to bring a valid ID. You may also need to register your vehicle.
  - You will need the license plate number of your vehicle
  - Ask the Receptionist for the after hour shuttle/cab information
  - After 5pm call x36000 from a Microsoft building lobby

**Post interview:**

- ☐ Your Recruiter will follow up with you regarding the outcome of your interviews as soon as a hiring decision has been made.

## **Points of Contact:**

### **Action Center:**

The following can be accessible through your action center:

1. View, sign and download any forms.
2. Contact your recruiter from any point from the interview stage and beyond.
3. View, accept and download offer documents.

### **Interview Scheduler:**

The Interview Scheduler is the main point of contact for interview scheduling and logistics. This individual will send you the necessary pre-interview online documents, travel policy, and reimbursement links for all interview related expenses.

### **Recruiter:**

The Recruiter is responsible for providing you with information pertaining to the organization you will be interviewing with as well as job requirements. The Recruiter is also responsible for extending offers and post interview follow up.

**Hiring Manager:** The hiring manager is the individual that is responsible for making the final hiring decision. As an External Candidate you will be receiving final hiring decisions from your recruiter. Please allow your Recruiter a sufficient amount of time to review feedback and get back to you with a decision.