



## University of Dayton Career Services Student Interview Policies

### **Cancellation Policy**

Notification of an interview cancellation must be received by Career Services ([937-229-2073](tel:937-229-2073)) no later than 4 PM on the business day prior to the interview date.

*Example 1:* Interviews scheduled for a Monday require notification to Career Services no later than 4 PM the Friday prior to the interview.

*Example 2:* Interviews scheduled for a Wednesday require notification to Career Services no later than 4 PM on Tuesday.

\*Please note, this policy also applies to holidays.

### **Interview No-Show Policy**

In accepting an interview invitation, you are making a commitment to the interviewing organization. If Career Services has not received notification of cancellation in the appropriate time period and you do not attend your scheduled interview, a letter will be sent to both you and your academic chairperson regarding the situation. Following receipt of this message, required actions are below.

1. Respond to the email confirming receipt and an understanding of the policy to Career Services and your academic chairperson within 24 hours.
2. Send a letter of apology to the interviewer within 48 hours of the missed interview. (If you do not have contact information for the interviewer, Career Services will assist in forwarding your note.)

In the event of a second missed interview, in addition to the above the student will be removed from all scheduled interviews and access to interview scheduling through Hire a Flyer will be removed.

\*Please note, this policy applies to on-campus and off-campus interviews.