

DON'T BE A NO-SHOW

Canceling and Missing an Interview

Canceling an Interview

If you cannot keep your commitment, please notify Career Services (229.2073) as soon as possible. The latest notifications accepted by Career Services will be 4:00 pm on the last business day preceding the interview or session date. For example, a student having an interview on Monday must notify Career Services no later than 4:00 pm on Friday; an interview held on Wednesday must have notification by 4:00 pm Tuesday. Note: This applies to holidays.

Missing an Interview

If you fail to honor your commitment without notifying Career Services the following procedure will be in effect:

- (1) A letter will be sent to the student and his/her academic chairperson describing the circumstances.
- (2) The student has 24 hours to contact the Director of Career Services (229.5537) for review and confirmation of understanding of the procedure.
- (3) The student must send a letter of apology to the recruiter at the company, Career Services and department chair.
- (4) If a student misses a second interview or session during the school year, he/she will be removed from all schedules and denied further interviews at Career Services.