

## Interview “No Show” Policy

Projecting a professional image is important in seeking new opportunities, so always provide as much notice as possible when you must cancel an interview or appointment, but make those instances rare ones.

If you wish to cancel a scheduled interview appointment, please notify Career Services at least two (2) business days before your appointment. Notification of less than two (2) business days will be considered a “no show” and will be subject to the terms of this policy.

### **Contact Information:**

For internships: Clif Ford, 450-3250, Bernard 317.

For full-time jobs: Kai Davis, 450-3134, Bernard 311.

- First “no show”: You must speak personally with Clif Ford or Kai Davis before you may sign up for future interviews.
- Second “no show”: You must meet face-to-face with Clif Ford or Kai Davis. After that meeting, you may sign up for an interview by contacting Clif or Kai one (1) business day before the interview date if there are any slots left in the schedule.
- Third “no show”: You must meet face-to-face with Clif Ford or Kai Davis and you may not sign up for campus interviews for three (3) months from the date of your “no show.” A meeting with the appropriate staff member and a three-month ban from campus interviews will apply to each additional “no show.”

Career Services is eager to help you connect with opportunities to secure internships and full-time employment. Communicate with us and let us help you prepare properly so that missed interviews are a matter of emergency situations only. We want to see you succeed!