**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.  “No Shows” are costly to many, resulting in lost corporate time and expenses (employers), loss of valuable staff time and resources (UCA), and lost opportunities to interview other UCA students.  Instances of cancellation should be very rare.

If you wish to cancel a scheduled interview, please notify the Career Services office ***at least 24 business hours before your interview day and time***. Notification of less than one (1) business day will be considered a “no show” and will be subject to the terms of this policy. *Example: If your interview is scheduled for Monday at 9 am, notification is required no later than the previous Friday at 9 am.*

**Consequences for non-compliance**:

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.

1. First offense:
	1. You must speak personally (in-person or virtual) with a UCA Career Coach.
	2. After meeting with a career coach, you will be allowed to sign up for future interviews.
2. Second offense:
	1. You must speak personally (in-person or virtual) with one of the Associate Directors in the Career Services Department.
	2. A letter of apology, explaining your circumstance, must be written to the organization’s recruiter. A copy of the letter must be sent to Career Services.
	3. After both requirements are met, you will be allowed to sign up for future interviews.
3. Third offense:
	1. You must speak personally (in-person or virtual) with one of the Associate Directors in the Career Services Department.
	2. A letter of apology, explaining your circumstance, must be written to the organization’s recruiter. A copy of the letter must be sent to Career Services.
	3. Three months afterward, you will be allowed to sign up for future interviews.