

## **University of St. Thomas Career Development Center's On-Campus Interview Program No-Show & Cancellation Guidelines**

If you utilize the services of the Career Development Center's On-Campus Interviewing Program, we expect you will engage in the process thoughtfully, researching companies and positions BEFORE you decide to apply to them. If you have questions about companies or what is involved in these jobs, feel free to make an appointment with a Career Specialist/Coach. They can help you decide which positions might be the best fit for you.

Please be careful about your position selections; don't apply to anything and everything. This is not the time to "practice" interviewing. These employers are seriously considering you as a candidate and they expect that you are just as serious.

### **Cancellation of an interview**

If your application is accepted and you sign up for an interview time, but later you wish to cancel, you must do so **more than 24 hours before your interview date**.

### **Declining interview invitations & Withdrawing your application**

In eRecruiting, go to the Applications tab. Click Details next to the position in question and use the appropriate link.

- ❑ **Please send the company contact person an E-mail** explaining that you had been signed up for an interview and now are no longer interested in the position. The employer does not receive an automatic E-mail informing them that you Withdrew your application within eRecruiting, so it is important that you do this.
- ❑ Once you Decline an interview invitation or Withdraw your application you may not apply for or try to interview for the position again.

### **Cancelling an interview less than 24 hours in advance**

If an unavoidable situation occurs to prevent you from making the interview (e.g. illness, car break down, accident, family emergency) you need to **CALL the employer contact person AND call the Career Center (651-962-6761)**. **Please do not send E-mail – it may be missed.**

### **Not showing up for an interview**

It is not acceptable to sign up for an interview time and then not show up. If you are a "no show", meaning you never called anyone to let them know you would not be at the interview,

- a) You took a time slot that could have been used by a fellow student who really wanted that job
- b) You just wasted the interviewer's time
- c) You are negatively impacting the reputation of the University of St. Thomas. If companies do not have faith in our students, then they could very well decide to take their business elsewhere and choose not to come here to conduct interviews.
- d) You are burning a bridge (company recruiters often know each other and talk to each other!).

***If you are a "no show", we would require you to send the company contact person a written apology for your absence, with a copy sent to the Employer Relations Specialist.***

If you are a "no show" for **two** interviews, your opportunity to participate in future on-campus interviews could be restricted.

*This is the beginning of your professional persona. Attributes of responsibility, commitment and organization are expected in this role. You do not leave a good impression with anyone by not following through on your promises.*