

On-Campus Interview Policy:

Notification of **CANCELLATION** received less than 24 business hours prior to the interview will require that a courtesy letter be written to the interviewer and delivered with a stamped envelope to the Career Development Center within one week of the missed interview. Failure to comply will result in removal from future interview schedules and loss of the right to interview on-campus.

In the case of a **NO SHOW**, which entails no contact with the Career Development Center concerning cancellation and failure to show for the scheduled interview, your name will be removed from all interview schedules, and seniors will be removed from resume referral immediately. To be eligible for future on-campus interviews and resume referrals, a letter of apology must be written to the interviewer and delivered with a stamped envelope to the Career Development Center within one week of the missed interview. In addition, the student must also schedule an appointment with the Career Coordinator to discuss eligibility for future services.

**Career Development Center
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