



# On-campus Interview No-Show & Cancellation Policy

When a student fails to keep an appointment for an employment interview, the occurrence is professionally unacceptable and detrimental to other Oklahoma State University students' ability to arrange employment interviews. The loss of corporate time and travel expense combined with fewer hires from Oklahoma State weighs heavily on the company's decision to recruit at OSU. No shows and late cancellations will not be tolerated in the on-campus interview process. It is considered a late cancellation if a student cancels an interview after 8:00 am the business day prior to the interview. If an interviewee is more than 10 minutes late for the scheduled interview time, they will be considered a late cancellation even if the recruiter chooses to hold the interview. The decision as to whether the interview proceeds is at the discretion of the recruiter. To cancel an interview with less than 24 business hours' notice, please call 405-744-5253 or stop by OSU Career Services in 360 Student Union as soon as possible.

*REMEMBER: Early cancellation allows another candidate to sign up for your slot.*

## **Interview No-Show & Late Cancellation Procedures:**

- Upon notification by the student of a late cancellation, the recruiter will be notified and the student will be immediately blocked from accessing the Hire System.
- Upon notification by a recruiter that a no-show has occurred, the student will be immediately blocked from accessing the Hire System.
- A Career Services staff member will contact the student via email address they have listed in the Hire System, notifying him/her of the block or inactivation placed on the account and the actions required to correct the situation.
- A student will be able to sign up for future interviews if the above items are completed, in full, in a timely manner.

## **First Offense:**

- Watch a video over job search ethics and professionalism involved with on-campus interviews.
- Score a 100% on the quiz over the information presented in the video.
- Write a letter of apology to the interviewer/employer.
- Fill out the Account Reactivation Agreement Form.

## **Second Offense within one calendar year of the first:**

In the unfortunate event of a second offense, access to the Hire System is blocked for one year from the time of the missed interview.

- Meet with an OSU Career Services staff member.
- Write a letter of apology to the interviewer/employer.

## **Appeals:**

Any student who feels he/she has been incorrectly identified as a No Show or Late Cancellation may request an individual review of the circumstance. Contact the OSU Career Services office at 405-744-5253 or email our office [careers@okstate.edu](mailto:careers@okstate.edu).

Student access to the Hire System will remain blocked until any appeals are resolved or no-show/late cancellation requirements are fully met.