

## **Interview Cancellation/No Show Policy**

An important service provided through the Bastian Family Career Center is the facilitation of interviews with local, regional and national employers. Strong relationships between Knox College and these employers are built on successful recruiting efforts. Considerable time, energy and financial resources on the part of both Knox and these employers are expended in efforts to schedule, market and successfully facilitate employer visits, interviews and, ultimately, the hiring of Knox students and graduates.

When a student cancels an on-campus interview at the last minute or fails to show up for a scheduled interview, it damages relationships with employers. It is nearly impossible to find a replacement for the abandoned interview time slot(s), which then limits opportunities for other students. The recruiter may choose not to return to our campus due to a perceived lack of interest by our students. Due to the professional nature of an interview, the following policy will be enforced when a candidate cancels an interview less than 48 hours before the scheduled interview or fails to show up for a scheduled interview.

### **Interview Cancellations**

You may change the interview time, if alternate times are available on the interview schedule, or cancel an interview through a phone call or in-person visit to the Career Center anytime up to 48 hours before the interview. Once you can no longer cancel your interview online (less than 48 hours before interview), it is considered an interview no-show.

### **Interview No-Show Policy**

If you fail to keep a scheduled interview appointment with an employer, your Career Gateway account will be blocked and you will not be allowed to participate in any further on-campus recruiting activities.

- In order to regain your on-campus recruiting privileges, you must:
  1. Meet with the Career Center to discuss your no-show.
  2. Write a letter of apology and explanation to the recruiter. Recruiter contact information will be provided during your meeting with the Career Center.
  3. Bring two (2) copies of your letter to the Career Center, along with a pre-addressed, stamped envelope. The Career Center will send one copy to the employer and retain the second copy on file in the student's file.