



# On-Campus Interview No-Show & Cancellation Policy

When a candidate fails to keep an appointment for an employment interview, the occurrence is professionally unacceptable and detrimental to other Oklahoma State University alumni and 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. Therefore, no shows and late cancellations will not be tolerated in the on-campus interview process. It is considered a late cancellation if a student or alumni cancels an interview less than 24 business hours 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 communicate with OSU Career Services about necessary changes to scheduled interviews, please call 405-744-5253 or stop by OSU Career Services in 360 Student Union as soon as a change is warranted.

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

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

- Upon notification by the interviewee of a late cancellation, the recruiter will be notified.
- If the student or alumni has not checked in for the scheduled interview, the recruiter will be notified.
- A Career Services staff member will contact students or alumni via the email address they have listed in the Hire System to identify appropriate next steps and encourage follow-up with the interviewer.

## **First Offense**

- Students and alumni will receive an email from a Career Services staff member via the email address they have listed in the Hire System with the name and email for the recruiter conducting the interviews.
- Students or alumni are encouraged to write an email apology to the recruiter for the missed opportunity both for their own professional communication and to increase the likelihood of continued consideration.

## **Second Offense within the same academic year:**

- Students and alumni failing to show up for a scheduled interview or cancelling without 24 business hours' notice will have their Hire System placed on hold and be unable to apply for new opportunities through the system.
- Students and alumni will receive an email from a Career Services staff member via the email address they have listed in the Hire System with the name and email for the recruiter conducting the interviews.
- Students and alumni wishing to restore access to their Hire System account must send a professional email to the recruiter to acknowledge the missed opportunity for their own professionalism and to increase chances of continued consideration. *The Career Services staff member must be copied on or blind copied on this email for awareness that this step has been completed in a professional manner.*
- Upon being copied on the email to the recruiter, the Career Services staff member will remove the hold on the Hire System for the student or alumni.

## **Third Offense within the same academic year:**

- In the unfortunate event of a third offense, students and alumni will be notified that access to their Hire System is blocked for one year from the time of the missed interview.

## **Appeals:**

Any student or alumni who feels they have 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). Access to the Hire System will remain blocked until any appeals are resolved, or no-show/late cancellation requirements are fully met.