

ISU Career Services Interview Cancellation and Late Notice/No Show Policy

Applies to On-campus CyHire Interviews

Cancelling an Interview:

- Students are required to provide 48-hour or more notice to their college career services office if they need to cancel an interview.
- If late cancellation is unavoidable, the student should inform their college career services office as soon as possible and follow the 'late notice/no show procedure' explaining why the interview was missed. By maintaining a positive relationship with the employer, the student may be able to reschedule the interview. The decision to reschedule will be at the discretion of the employer.

Late Notice/No-Show Procedure:

- The student's CyHire account will be blocked to remove the student's ability to schedule additional on-campus interviews. NOTE: any previously scheduled interviews should be kept or cancelled appropriately.
- To remove the block from CyHire, an apology e-mail will need to be sent to the recruiter within three days of the missed interview. Recruiter contact information is available in the career services office in which the interview took place. This information cannot be obtained by e-mail or phone call. The student must copy their college's career services office in the e-mail, so that verification can be made that the correct procedure was followed and the student's account will then be unblocked.
- If an e-mail is not received within three business days of the missed interview, the CyHire account will be disabled and the student will be unable to log in. The account will remain blocked and disabled until a copy of the apology email to the recruiter is received.
- If any additional interviews are missed, the above procedure will be followed, and the student will need to meet with their college's Career Services Director to discuss professional interview conduct.

Rational

The purpose of this procedure is to encourage professional and considerate practices be followed when a cancellation is necessary or a 'no show' has occurred. Because recruiters' time is valuable and on-campus interviews are in great demand, it is essential that students keep their interview appointments or provide adequate notice of cancellation. Two working days' notice allows the employer to provide an interview opportunity for another student.

Failing to cancel in a timely manner or not showing up for an interview reflects poorly on the student and ISU. Although most late cancellations are due to unanticipated events (illness/emergency), the consequences are the same whether there is a legitimate excuse or not:

- Lost opportunities for other students.
- Loss of potential hires for employers.
- Wasted time for employers who travel and take time away from work to interview on campus.
- Potential long-term damage, such as ISU being removed from an employer's targeted campus list.

Agriculture & Life Sciences Career Services, 294-4725
Business Career Services, 294-2542
Design Career Services, 294-0735
Engineering Career Services, 294-2540
Human Sciences Career Services, 294-6466
Liberal Arts & Sciences Career Services, 294-4841