



## ON-CAMPUS INTERVIEWS & EVENTS: NO SHOW AND CANCELLATION POLICY

Interviewing and events through Career Services are privileges granted to students/alumni by employers who have provided their staff, financial resources and time to meet candidates at their convenience. Honoring interview and event commitments is a sign of professionalism and integrity.

Unfilled interview and event time spots represent a lost opportunity for other students and a waste of the employer's time. Late cancellation and/or not showing for a scheduled interview time spot or event reflects poorly on the candidate and Wayne State University as well. Students who sign up for an interview time spot and events are expected to honor their commitment and show up for their scheduled interviews and events.

### INTERVIEW AND EVENT CANCELLATION POLICY

**A candidate may cancel his or her interview or event by the sign-up deadline date listed in CSO no later than three (3) business days prior to the interview or event date.**

To cancel an interview or an event, the candidate must remove him- or herself from the interview/event registration on CSO and/or call the Career Services Office at (313) 577-3390 during the office's business hours.

### LATE CANCELLATION POLICY

**If a candidate cancels an interview or an event less than three (3) business days prior to the actual date, the cancellation is considered to be a late cancellation.**

In the event of a late cancellation, the candidate is required to send an apology letter to the interviewer via email no later than three (3) business days after the date of the interview. The written apology should be a professional letter and it must explain the circumstances that caused the late cancellation. A copy of the apology must be provided to Career Services either via hard copy or via email to [careerservices@wayne.edu](mailto:careerservices@wayne.edu). If the candidate does not have the interviewer's contact information, the candidate may contact Career Services to obtain the appropriate contact information or to have Career Services forward the apology to the interviewer.

If the student fails to send an apology letter to the employer, the student's CSO account will be suspended. During the account suspension, the student will not be able to apply to any job postings or interview schedules listed on CSO. If prior to the CSO account suspension the student is signed up for an interview, the student must honor the upcoming interview time spot.

### INTERVIEW AND EVENT NO-SHOW POLICY

**If a candidate does not show up for a scheduled interview or event time slot without any attempt to contact the employer or Career Services to cancel or reschedule, the candidate is considered a no-show.**

In the event of a no show, the candidate is required to send an apology letter to the interviewer via email no later than three (3) business days after the date of the interview. The written apology should be a professional letter and it must explain the circumstances that caused the candidate to not show for the interview. A copy of the apology must be provided to Career Services either via hard copy or via email to [careerservices@wayne.edu](mailto:careerservices@wayne.edu). If the candidate does not have the interviewer's contact information, the candidate may contact Career Services to obtain the appropriate contact information or to have Career Services forward the apology to the interviewer.

If the student fails to send an apology letter to the employer no later than three (3) business days after the date of the interview the student's CSO account will be suspended. During an account suspension, students will not be able to apply to job postings or interview schedules listed on CSO. To remove the suspension and regain full access to CSO the student is required to meet with a Career Services Counselor. *Please note:* If prior to the CSO account suspension the student is signed up for an interview, the student must honor the upcoming interview time spot.

Please note that the dean's office from a student's respective school/college receives notification of no-shows for an on-campus interview or pre-registered event.

*This policy is intended to maintain the integrity and professionalism of Wayne State University students and alumni.*



**ON-CAMPUS INTERVIEWS & EVENTS:  
NO SHOW AND CANCELLATION POLICY ACKNOWLEDGEMENT**

**STUDENT**

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I have read Career Services' On-Campus Interviews & Events No Show and Cancellation Policy. I acknowledge that I understand the policy in its entirety and I will adhere to its terms in the future.

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*Student Name (please print)*

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*Student/Alumnus Signature*

*Date*

**COUNSELOR**

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Student/Alumnus was suspended from CSO for missing:

- Full-time Interview                       Part-time/Internship interview                       Co-op Interview
- Career Event

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*Counselor Signature*

*Date*

**PLEASE PUT COMPLETED FORM IN THE APPROPRIATE SUPPORT STAFF MAILBOX.**

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