



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 combined with fewer hires from Oklahoma State weighs heavily on the company's decision to continue to recruit at OSU. No-shows and late cancellations will not be tolerated in the campus interview process. It is considered a late cancellation if a student 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 cancel an interview, please call 405-744-5253 as possible.

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

Interview No-Show & Late Cancellation Procedures (First Offense):

- Upon notification by the student of a late cancellation, the recruiter will be notified by OSU Career Services.
- A Career Services staff member will contact the student via the email address they have listed in the Hire System notifying him/her of the missed opportunity, to share contact information for the recruiter scheduled to host the interview, and to receive information about what happens if a second interview is missed or cancelled within 24 business hours of the interview.
- Student will be encouraged to write an email to the recruiter scheduled to conduct the interview as a way to preserve the recruiting relationship and potentially continue the dialogue for future consideration. *Please note: The next steps as to whether a candidate has an additional opportunity to interview are at the discretion of the interviewing company.*
- Student will be able to sign up for future interviews on the Hire System.

Interview No-Show & Late Cancellation Procedures (Second Offense):

- Upon notification by the student of a late cancellation, the recruiter will be notified by OSU Career Services.
- A Career Services staff member will contact the student via email address they have listed in the Hire System, notifying him/her of the missed opportunity, to share contact information for the recruiter scheduled to host the interview, and to identify next steps for addressing the missed interview.
- Student Hire System account will be suspended pending approval of an email apology to the recruiter by a scheduled to conduct the interview as a way to preserve the recruiting relationship and potentially continue the dialogue for future consideration. *Please note: The next steps as to whether a candidate has an additional opportunity to interview are at the discretion of the interviewing company.*
- Student will be able to sign up for future opportunities and interviews on the Hire System after requirements of the previous step are met.
- Fill out the Account Reactivation Agreement Form.

Interview No-Show & Late Cancellation Procedures (Third Offense)

In the unfortunate event of a second offense, access to the Hire System will be blocked for the remainder of the academic year of the missed interview.

- Student will 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.

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