

No-Show & Late Cancellation Policy

When a student fails to keep an appointment for an employment interview, the occurrence is professionally unacceptable. It is expensive in terms of lost corporate time and is detrimental to other Oklahoma State University students' ability to arrange employment interviews. No shows and late cancellations will not be tolerated in the on-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 you need to cancel an interview with less than 24 business hours notice, you must call 405-744-5253 or stop by 360 Student Union as soon as possible. Also, if you are more than 10 minutes late for your scheduled interview time, you will be considered a late cancellation even if you were able to interview with the recruiter. The decision as to whether you will get to interview will be at the discretion of the recruiter.

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

Interview No-Show & Late Cancellation Procedures:

- Upon notification by the student of a late cancellation, the recruiter will be notified and the student will be immediately blocked from accessing the HIRE System.
- Upon notification by a recruiter that a no-show has occurred, the student will be immediately blocked from access the HIRE System.
- 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 block placed on the account and the actions required to correct the situation.

First Offense:

The consequence of missing an interview is two-fold. First, the student must write a letter of apology to the interviewer. Contact information is available by contacting Career Services staff at 405-744-5253. Second, the student must attend a brief information session hosted by Career Services staff regarding job search ethics and professionalism. Students should bring the following items to the scheduled information session:

- An original, signed letter of Apology.
- A photocopy of the letter for Career Services records.
- A stamped, unsealed envelope, addressed to the employer. A Career Services staff member will approve the content of the letter and then mail the letter.

HIRE System access will be restored if the above items are completed in a timely manner.

Second Offense within one calendar year of the first:

- An original, signed letter of Apology.
- A photocopy of the letter for Career Services records.
- A stamped, unsealed envelope, addressed to the employer. A Career Services staff member will approve the content of the letter and then mail it.
- The student's account will be blocked by Career Services for one year from the time of the missed interview.
- All scheduled interviews will be cancelled.

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.