

## **Interview Cancellation and No Show Policy**

On-Campus interviewing is taken very seriously by the University of Missouri - St. Louis and Career Services. Signing up for an on-campus interview is a commitment that is expected to be upheld.

Interview appointments should be cancelled through the UMSLCareerKey as soon as possible. However, the interview schedules are typically frozen 72 hours prior to the scheduled interview date. Once the scheduled interview date is within 72 business hours, cancellations must be made immediately by contacting the Career Services by phone at 314-516-5111. When canceling an interview, you must provide your name, which organization your interview is scheduled with, and the date and time of your interview.

Due to the professional nature of on-campus interviews, the following policy will be enforced when a candidate cancels an interview after the schedule has been frozen, or fails to show up for a previously scheduled interview.

### **First Occurrence:**

A letter of apology/explanation must be written to the organization's recruiter within 48 business hours of the scheduled interview. The letter must be promptly received by Career Services so that we may forward the apology to the recruiter.

**Participation in on-campus interviewing will be suspended until the letter is received by Career Services.**

### **Second Occurrence:**

A letter of apology/explanation must be written to the organization's recruiter within 48 business hours of the scheduled interview. The letter must be promptly received by Career Services so that we may forward the apology to the recruiter.

**With the occurrence of a second cancellation or no-show, access to UMSLCareerKey will be suspended until you meet with the Director of Career Services.**