

NO SHOW POLICY

For on-campus interviews and employer-facilitated programs (including Information Sessions, Workshops & Mock Interviews)

On-Campus interviewing and employer-facilitated programming is taken very seriously by the University of Missouri-St. Louis and Career Services. Signing up for an on-campus interview or an employer-facilitated program (including information sessions, workshops and mock interviews) is a commitment that is expected to be upheld.

- Interview appointments should be cancelled through TritonCareers as soon as possible. Keep in mind:
 - Interview schedules are typically frozen 48 hours prior to the scheduled interview date.
 - Once the scheduled interview date is within 48 business hours, cancellations must be made immediately by contacting Career Services by calling at 314-516-5111. When canceling an interview, you must provide:
 - your name
 - the organization name of your scheduled to interview
 - the date and time of your interview.

Due to the professional nature of on-campus interviews and employer-facilitated programs, 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:

An email of apology/explanation must be written to the organization's recruiter (name and email provided by Career Services) within 48 business hours of the scheduled interview. The email should include a copy to Teresa Balestreri, Director of Career Services (tkb@umsl.edu).

- **Participation in on-campus interviewing and employer-facilitated programs will be suspended until the email is sent.**

Second Occurrence:

An email of apology/explanation must be written to the organization's recruiter (name and email provided by Career Services) within 48 business hours of the scheduled interview. The email should include a copy to Teresa Balestreri, Director of Career Services (tkb@umsl.edu).

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