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Policies on INTERVIEW CANCELLATION AND NO SHOW POLICY

IN THE EVENT YOU ARE UNABLE TO KEEP YOUR INTERVIEW TIME, PLEASE BE AWARE OF THE CAREER DEVELOPMENT CENTER'S CANCELLATION POLICY WHICH IS STATED BELOW:

Interview Cancellations:

A student who is unable to keep an appointment with a recruiter MUST INFORM LINDNER CAREER SERVICES in at least 24 HOURS IN ADVANCE, MONDAY THROUGH FRIDAY, REGULAR BUSINESS HOURS, 8AM TO 5M. In cases of real emergency, the student must make every reasonable effort to telephone this office at least one hour before the scheduled appointment so that notice can be given the interviewer.

No-Show Interview Policy:

- Lindner Career Services values its relationship with recruiters looking to hire University of Cincinnati students. Students who cannot be present for a scheduled interview, and who do not contact the Lindner Career Services, will be subject to the following requirements.

First missed interview:

- The Lindner Career Services on-campus recruiting manager who oversees on-campus recruiting will:
 - Contact the student by email advising him/her that this missed interview has caused the temporary suspension of all rights, resulting in the loss of interviewing privileges.
 - Request that the student email a letter of apology to the recruiting organization and copy (cc) the on-campus recruiting manager in the original email to the recruiter
 - Upon receipt of the copy of the original email to the recruiter, all suspended rights and privileges will be restored to the student

Second missed interview:

- The Lindner Career Services on-campus recruiting manager who oversees on-campus recruiting will:
- Contact the student by email advising him/her that this second missed interview has caused the temporary suspension of all rights, **RESULTING IN THE LOSS OF INTERVIEWING PRIVILEGES**
- Contact the student to setup a meeting to discuss the seriousness of this second missed interview and inform the student in this meeting that any further action regarding failure to appear for an interview will result in the removal of his/her name from future interview schedules

- Request that the student email a letter of apology to the recruiting organization and copy (cc) the department Director in the original email to the recruiter
- Upon receipt of the copy of the original email to the recruiter, and after the meeting with the Director, all suspended rights and privileges will be restored to the student

Third missed interview:

- After a third missed interview, the student will be ineligible to participate in future interviewing through the Lindner Career Services.

If you have any questions, please contact Lindner Career Services, by phone at [513-556-5147](tel:513-556-5147) or by email, LindnerCareerServices@uc.edu.