

## **On-Campus Recruiting Cancellation Policy:**

### **FAILURE TO SIGN UP FOR AN INTERVIEW TIME SLOT AFTER BEING SELECTED TO INTERVIEW:**

If the employer has accepted your request for an interview, you may sign up for an interview in CrimsonCareers from the available displayed time slots during the scheduled sign-up period designated in the schedule timeline. **NOTE:** If you are not able to interview in the only open time slot available due to a conflict with your academic schedule, it is your responsibility to contact the Career Center at (205) 348-5848 to let the recruiting staff know. After an employer has accepted you for an interview or as an alternate, you must either "Accept" or "Decline" your interview during the scheduled sign-up time specified in the schedule timeline. Failure to sign up or decline an interview will result in the suspension of your access to CrimsonCareers until you contact the Career Center and meet with a Career Center Recruiting Staff member to review the on-campus recruiting policies. Failure to sign up or decline an interview during the scheduled sign-up time period for the second time will result in the suspension of your access to CrimsonCareers for the remainder of the semester.

### **INTERVIEW CANCELLATION POLICY:**

Students/alumni who cancel with less than 24hr. notice or fail to appear for a scheduled interview will be considered a "No Show". Being a "No Show" will result in your CrimsonCareers account being inactivated until: (1) You type a letter of apology to the recruiter whose schedule you were on. This information is available in The Career Center and will not be given out over the telephone. (2) you bring the letter, along with a stamped, addressed, unsealed envelope within 5 business days of the missed interview to an Employer Relations staff member. A copy will be made for your file and the original mailed to the employer.

**In the case of a late letter or second No Show, you will no longer be eligible for Career Center services for the rest of the academic year and your Career Consultant will be notified.**

### **INFORMATION SESSION POLICY**

**If the Employer is hosting an Information Session, you are required to RSVP and attend this session.** To find out if an Information Session is being held, look under "Posting Information" for "Info Session Date/Time". Information Sessions will also be listed under events. Dress for information sessions is business casual.