ON-CAMPUS INTERVIEWS

Policy Statement

Students who agree to on-campus interviews are expected to attend those interviews or notify Career Services in advance if they are unable to attend an interview.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding on-campus interviews for students seeking employment.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-cs-002

Definitions

Policy/Procedures

If you do not show up for an on-campus interview, you will be classified as a no-show. Failure to keep interview appointments deprives other individuals of interviews, wastes the recruiter's time, and creates an unfavorable image of Southern Miss students and alumni.

If you are unable to attend an interview, you are required to CALL our office at least two working days prior to the interview. This allows time to fill the available slot with someone from
the waiting list. If selected for an interview, failure to schedule the interview or decline the offer within 48 hours (2 business days) could result in your Eagle Employment account being inactivated for 1 semester.

If you miss an on-campus interview for any reason, access to your Eagle Employment account will immediately be restricted and you will have 10 working days from the date Career Services contacts you to write a letter of apology to the employer. You must bring the letter, along with a pre-addressed, stamped envelope to the Career Services reception desk in McLemore Hall, Room 125. If you fail to submit the letter as directed, your Eagle Employment file will be inactivated and any upcoming interviews will be canceled until you meet with either the director or assistant director of Career Services.

You must bring the letter of apology to that appointment. Two no-shows on your record will terminate your on-campus interviewing privileges for one year.

**Review**

The Director of Career Services is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**

N/A

**Related Information**

N/A

**History**

11/01/11: Formatted for Institutional Policies website.
02/21/13: Formatted for template. Minor editing throughout.
**Amendments:** Month, Day, Year – summary of changes
Authorization

ON-CAMPUS INTERVIEWS
STUA-CS-000-002

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

[Signature]
Date

March 8, 2013