

# NO SHOW AND CANCELLATION POLICY: EMPLOYER INTERVIEWS, SCHEDULED EVENTS & APPOINTMENTS

Job Interviews, opportunities, and employer events through the Career Development Center are privileges granted to students/alumni by employers who have provided their resources and time to meet, interview, and hire candidates at their convenience. Honoring commitments is a sign of professionalism and integrity.

Professional courtesy and professional interactions are also encouraged in the Career Center Operations. More than 3 repeat no shows without subsequent explanation for previously scheduled career counseling sessions may result career counseling sessions limited to walk-in sessions only, and the cessation of pre-scheduled appointments.

Unfilled interviews, pre-scheduled gigs, or missed appointments represent a lost opportunity for other students and a waste of the employer's time. Late cancellation and/or not showing for a scheduled employment start date or interview time spot reflects poorly on the candidate and Purchase College as well. Students who schedule interviews/appointments are expected to honor their appointments and show up for their meeting or other related commitments.

Career Development works to promote our students and spark employer interest. When our students fail to meet their commitments with employers outside of campus, this can reflect negatively on the Purchase student body.

## **Integrity Policy:** **Career Development Center No-Show Policy**

In the event that a "no show" for such a meeting is learned about by a prospective employer report, the candidate is required to send an apology letter to the employer via email immediately or soon after (within 24 hrs) of the missed meeting. The written apology should be a professional letter and it must explain the circumstances that caused the no show. A copy of the apology must be provided to the Career Development Center either via hard copy or via email to [career.development@purchase.edu](mailto:career.development@purchase.edu). If the candidate does not have the interviewer's contact information, the candidate may contact Career Development to obtain the appropriate contact information or have Career Development forward the apology to the interviewer.

***If the student fails to send an apology letter to the employer, the student's Purchase JobScore account will be suspended.***

***During the account suspension, the student will not be able to apply to any job/internship postings or register for employer visits listed through Purchase JobScore. Once this is resolved according to the requirements of the Career Development Center, the students account will be reactivated for job search.***

(914) 251-6370 [career.development@purchase.edu](mailto:career.development@purchase.edu)