

On-Campus Interview No Show / Late Cancellation Policy

HOW TO CANCEL AN INTERVIEW:

1. You may cancel your interview online via Handshake until the sign-up period has ended for an interview schedule.
 - a. Cancel/change online using Handshake:
 - i. In the upper-left corner click the **Events** tab.
 - ii. Click **On-Campus Interviews** just below.
 - iii. Click the interview you would like to cancel/change the time slot on.
 - iv. The interview schedule page will now load.
 - v. To the right of your previously chosen time, click the **Leave Slot** button
2. If you cannot cancel using Handshake (it is too late to cancel via Handshake or the interview was scheduled directly by the employer, not through Handshake), call Career Services at 859-572-5680 prior to the interview. **Never no show!**
3. If you must cancel after the cancellation deadline, call Career Services, not the employer. If you cancel with the employer directly, always inform Career Services too.

NO SHOW / LATE CANCELLATION PENALTIES:

A missed interview (whether a no show or a late cancellation) not only reflects poorly on you, but upon our office and NKU. It is also a waste of a valuable interview slot for both the recruiter and for another student who would have liked an interview but could not get on the schedule.

The following penalties will be imposed in the event that you no show or cancel an interview late without explanation:

No show:

- 1st - Your Handshake account is blocked from participating in the recruitment process (i.e., you cannot apply to any jobs and your resume is no longer viewable by employers) until you send an email apology to the employer and send a copy to Career Services.
- 2nd - Your account permanently disabled (i.e., no access to any features of Handshake).

Late cancelation (less than 48 hours' notice):

- 1st - No penalty, but documented by Career Services.
- 2nd - Your Handshake account is blocked from participating in the recruitment process (i.e., you cannot apply to any jobs and your resume is no longer viewable by employers) until you send an email apology to the employer and send a copy to Career Services. NOTE: You are still responsible for attending any interviews already scheduled.
- 3rd - Your account permanently disabled (i.e., no access to any features of Handshake).