

On-Campus Interview No Show / Late Cancellation Policy

HOW TO CANCEL AN INTERVIEW:

1. You may cancel your interview online via HireNKU up until 11:59 p.m. two business days prior to the interview without penalty. The following table indicates cancellation deadlines:

| Day of Interview | Cancel by Midnight |
|------------------|---------------------|
| Monday | Preceding Thursday |
| Tuesday | Preceding Friday |
| Wednesday | Preceding Monday |
| Thursday | Preceding Tuesday |
| Friday | Preceding Wednesday |

2. Cancel online using HireNKU:
 - a. Log into HireNKU
 - b. Hover over “My Account” tab, click “My Activity”
 - c. On first row of tabs click “Schedules,” on second row of tabs click “Interview” or “Preselect,” click organization name
 - d. For Interviews, under “Sessions” section, click on date of interview
 - i. Scroll to bottom of page, under “Action,” click “Cancel”
 - e. For Preselect, click “Cancel Request” at top of page
3. If you cannot cancel using HireNKU (it is too late to cancel via HireNKU or the interview was scheduled directly by the employer, not through HireNKU), call Career Services at 859-572-5680 during regular business hours prior to the interview. Never no show!
4. If you must cancel after the cancellation deadline, call Career Services, not the employer. However, if you do happen to cancel with the employer, 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 cancel an interview late or no show:

Late Cancellation

- 1st = No penalty, but documented by Career Services.
- 2nd = Your account blocked from participating in the recruitment process (i.e., you cannot apply to any job and your resume is no longer included in the Student Resume Book) and a meeting with a Career Services staff member. NOTE: You are still responsible for attending any interviews already scheduled.
- 3rd = Your account permanently disabled (i.e., no access to any features of HireNKU).

No Show

- 1st = Your account blocked from participating in the recruitment process until a letter of apology to the employer (including a stamped, addressed, unsealed envelope) is delivered to the designated Career Services staff member. Must be done within 30 days or your account is permanently disabled. NOTE: You are still responsible for attending any interviews already scheduled.
- 2nd = Your account permanently disabled.