

Career Center Interview No-Show Policy

Unit: The Career Center
Effective Date: 08/01/2019
Revision Date:

Contact: Melinda King
Title: Assistant Vice President

Purpose: The purpose of this interview no show policy is to make sure students have an understanding of the consequences of not showing up for on-campus interviews.

Policy:

If you cancel a scheduled interview less than 24 hours before the scheduled interview time, or if you do not show up for a scheduled interview, you will be considered a “no-show.”

One No-Show

When you are considered a no-show for an interview, your Handshake account will be blocked. In order to have your Handshake account unblocked, you must write an explanation letter and email it to the Career Center at careerhelp@ua.edu within one week of the missed interview.

Two No-Shows

If you are considered a no-show for two interviews, you will be required to meet with one of the Career Center Directors to explain why you missed your scheduled interviews. Until this meeting takes place, your Handshake account will be blocked.

Three or More No-Shows

If you are considered a no-show for three or more interviews, your Handshake account will be blocked for the remainder of the semester.

Scope: This applies to all students and alumni who utilize the University of Alabama Career Center’s on-campus interview services

Definition: **No-show** is canceling an interview within 24 hours of scheduled interview or the failure to attend the scheduled interview.

Approved by: Dr. Kathleen Cramer
Interim Vice President for Student Life