



ON-CAMPUS INTERVIEWING: LATE CANCELLATION & NO-SHOW PROCESS FOR STUDENTS

Late cancellations or missed interviews are a hindrance to your success and leave a negative impact on Michigan State University and our relationships with employers. The following policy addresses this concern.

- **LATE CANCELLATION** is an interview cancellation within four days prior to a scheduled interview date.
- **NO-SHOW** is defined as not showing up for a scheduled interview.

LATE CANCELLATION & NO-SHOW POLICY

If you late cancel or no-show for an interview, you will not have access to the Handshake system until you complete steps to regain access.

If you late cancel your interview within four days prior to a scheduled interview, you must notify the appropriate center where your interview was scheduled. Access to your Handshake account will be temporarily suspended.

- **Career Services @ the Stadium**, Spartan Stadium Office Tower, (517) 884- 1300, interviews@csp.msu.edu, 535 Chestnut Rd., 2nd Floor, Ste. 290
- **Russell Palmer Career Management Center**, The Eli Broad College of Business: (517) 432- 0830, palmer@broad.msu.edu, 651 N Shaw Ln., Rm M120, Minskoff Pavilion
- All interviews at **Career Services- Student Services Building**, will be directed to the Spartan Stadium Career Center (517-884-1300)

If you no-show for an interview, the career center will automatically notify you via email that your access to Handshake has been blocked and the steps you must take to reactivate your account.

LATE CANCELLATION AND NO-SHOW APPEAL PROCESS:

- Draft a letter to be sent to the interviewer explaining why it was necessary to cancel the scheduled interview or why you did not show

Sample apology letters can be found at:

<https://www.flipsnack.com/6A8D79FF8D6/sample-apology-letter-1/full-view.html>

- Send your draft apology letter to the appropriate career center for review (see contact information above) before sending it to the interviewer
- Once approved, you will be notified by the career center that you can officially send your apology email to the interviewer, the letter should be the text of your email NOT an attachment
- You MUST also send the email to the career center as an additional recipient of a “cc”
- After the career center receives this email, your Handshake account will be reactivated. (Please allow up to three business days for reactivation)

Additional Violations: Missed practice interviews and Career Exposure events requiring RSVP

First Violation:

If this is your first late cancellation or no-show, after review, the career center will reactivate your access to Handshake. This will count as a first violation and will be recorded in your Handshake account.

Second Violation:

If this is your second late cancellation or no-show, the career center has the ability to **permanently deactivate** your access to Handshake. There is no appeal process for a second violation.