

JENKINS CAREER MANAGEMENT CENTER (CMC) NO SHOW POLICY FOR 2020-21

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I. PURPOSE

This policy is applicable to all Jenkins graduate students. Failure to acknowledge these policies will result in the immediate suspension of any and all services by the CMC team unless otherwise specified by the CMC Director.

The Jenkins No Show Policy was developed to provide clear instruction to students regarding company sponsored events to which they registered to attend. This policy is intended to help ensure all Jenkins students honor all registered commitments and to ensure that employers' investment in the engagement is valued and respected. Students may cancel reservations until one business day prior to the beginning of the registered event. For our purposes, a business day shall be defined as Monday-Friday from 8 a.m. to 5 p.m. excluding holidays, school designated holidays and weekends (see Paragraph IV). Adherence to the No Show Policy will support a positive corporate engagement experience. Examples of company sponsored events include but are not limited to networking events, career panels, interviews, company site visits, and corporate presentations. This policy does not apply to CMC workshops, although the same level of professionalism does apply.

II. TRACKING ATTENDANCE:

1. Student check-in for each company sponsored event is required. A CMC designee will check in each attendee based on the student registration list extracted from the online registration tool 12Twenty. No student will be permitted to check in another student.
2. Students arriving late for the event will be considered as No Shows.
3. The CMC designee will submit the completed event check-in list to the CMC Employer Relations /Operations Manager. Immediately following the event.
4. The CMC Employer Relations/Operations Manager will indicate a No show notation in the student's 12Twenty record.
5. Within 1-2 business days after the event, the CMC Employer Relations/Operations Manager will temporarily suspend the student's access to 12Twenty and will send a spreadsheet to the CMC Career Coaching Team listing all No Show students with a notation of their year-to-date (YTD) No Show offenses.
6. In addition, the CMC Employer Relations/Operations Manager will send a brief email to each No Show student (a separate email to each student) advising that our records indicate a No Show.

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This email will be sent within 1-2 business days following the day of the event. The student will be instructed to immediately contact a Career Coach to explain the reason for the absence. The student will be advised that their 12Twenty access has been suspended until the concern is addressed.

7. It is also possible that a student who did not register in 12Twenty will attend an event. In this case, the student's name and resume will not be submitted to the company **prior** to the session. Students who have signed up will be included in the Resume Book that will be emailed to the Recruiter prior to the event. Students are strongly encouraged to RSVP in 12Twenty.

III. PENALTY ASSESSMENT

In the event a student fails to show up for a company sponsored event in which they registered to attend via 12Twenty, penalties, as described below will apply unless otherwise specified.

1. *First and Second No Show Offense:*

The student is notified via email by the CMC that our records reflect he/she did not show up for the event they registered to attend and their 12Twenty privileges have been suspended. The CMC will instruct the student to immediately contact a coach to explain why he/she did not attend the event. 12Twenty access will not be restored until the concern has been addressed.

2. *Third No Show Offense:*

A third No Show will result in the suspension of your Jenkins 12Twenty account and you may not schedule further events, interviews, or coaching appointments. You will be required to meet with the Director of the Jenkins CMC to explain the reason for your repeated violation of CMC policies in order to have your Jenkins 12Twenty account and appointment scheduling privileges restored.

3. *No Show Offenses in excess of three:*

Violations in excess of three No Shows will be evaluated on a case by case basis.

IV. STUDENT REGISTRATION DEADLINE:

The CMC Employer Relations/Operations Manager will send an email reminder to every student who registered to attend the event. The reminder email will be sent by 8am, three business days before the event. **The student registration deadline for company sponsored events will be no later than one business day prior to the event by 8am excluding holidays, school designated holidays, and weekends. See examples below.**

EVENT DAY	REMINDER NOTICE SENT TO STUDENTS THREE DAYS BEFORE THE EVENT	REGISTRATION DEADLINE – One business day prior to the event
MONDAY	WEDNESDAY – 8AM	FRIDAY – 8AM
TUESDAY	THURSDAY – 8AM	MONDAY – 8AM

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WEDNESDAY	FRIDAY – 8AM	TUESDAY – 8AM
THURSDAY	MONDAY – 8AM	WEDNESDAY – 8AM
FRIDAY	TUESDAY – 8AM	THURSDAY – 8AM

V. COMMUNICATION REGARDING COMPANIES' OPENNESS TO HIRING INTERNATIONAL STUDENTS:

The CMC will make every effort to identify which companies are open to international hiring in support of international students making the best use of their time. It should be noted, however, some companies may not indicate hiring preferences during the registration process.

VI. HOW TO CANCEL A RESERVATION FOR A CORPORATE SPONSORED EVENT:

Login to your 12Twenty account. Select "Events>Signups" Find the event you wish to cancel and click the "Cancel" button.

Note: You will only be able to cancel online one business day or more in advance of the event. If you do not see the "Cancel" button, then you have missed the online cancellation deadline and must contact the Jenkins CMC directly during business hours.

Same Day Emergencies: In the event of a sudden illness or personal emergency on the day of the event, students are expected to notify the Employer Relations/Operations Manager by email or in person as early as possible. Penalties for emergencies are evaluated on a case by case basis.

I have read and agree to honor the Jenkins CMC No Show Policy for 2020-21.

Printed name

Signature

Date