
On-Campus Interview Cancellation & No-Show Policy

Employer organizations and Marquette offices seeking to hire Marquette University students for jobs, internships or co-ops may choose to conduct on-campus interviews within the Career Services Center.

CANCELLING ON-CAMPUS INTERVIEWS

Marquette University expects students to uphold their commitment to on-campus interviews with employer organizations and/or Marquette offices. Should a scheduling conflict arise a student should contact the Career Services Center at 414-288-7423 or at recruiting@marquett.edu *at least 24-hours prior* to the scheduled interview. Students may also cancel an interview on Handshake up to 24-hours prior to the interview.

When cancelling an on-campus interview the student must provide:

- Full Name
- MUID#
- The employer organization the student is scheduled to interview with
- The Date and Time of the Interview

As a professional courtesy, the Career Services Center strongly encourages students to send the employer an email apology explaining the reason for their cancellation.

NO-SHOW POLICY

Marquette University takes cases of no shows seriously because employer organizations have scheduled time out of their day to visit campus. A student will be considered a *no show* if they do not show up for their interview and have not notified the Career Services Center of a cancellation *at least 24-hours prior* to the interview via phone at 414-288-7423 or via email at recruiting@marquette.edu.

The Career Services Center will call and email a student when an employer organization alerts us of a no show; to determine if the student is in route, lost, or does not plan on attending. No shows to on-campus interviews will be handled accordingly:

First Occurrence: The student must schedule a meeting with the Naomi Pollek - Assistant Director, Employer Relations of the Career Services Center before they will be allowed to schedule future on-campus interviews. The student must arrange this meeting by emailing naomi.pollek@marquette.edu.

Second Occurrence: The student must schedule a meeting with the Courtney Hanson - Director of the Career Services Center before they will be allowed to schedule future on-campus interviews. The student must arrange this meeting by emailing courtney.hanson@marquette.edu

Subsequent Occurrences: Any no show beyond two occurrences will be reviewed by the Career Services Center leadership team to determine the student's continued eligibility to participate in Marquette University's on-campus interview program.

As a professional courtesy, the Career Services Center strongly encourages students to send the employer an email apology explaining the reason for their no show.

SPECIAL CIRCUMSTANCES

Marquette University's Career Service Center understands that emergencies do arise and may impact a student's ability to provide at least 24-hour notice of cancellation. If a student must cancel with less than 24 hour notice due to an emergency situation (medical or family emergency), the student should contact Career Services *as soon as possible* at

414-288-7423 or recruiting@Marquette.edu and explain why they were unable to provide 24 hour notice of cancelation. Proof of the emergency will be requested.

INCLEMENT WEATHER

If Marquette University closes due to inclement weather, on-campus interviews will be cancelled by the Career Services Center and the center will notify employer organizations and students.