

CSO INTERVIEW CANCELLATION AND NO SHOW POLICY

Signing up for an on-campus interview at Kent State University is a serious commitment that is expected to be upheld.

Cancelling an interview is discouraged, however if cancellation is unavoidable, please cancel via [Handshake](#) whenever possible. However, interview schedules are typically locked and finalized 48-hours prior to the scheduled interview date. Once the interview date is within 48-business hours, cancellations **must** be made by contacting the Career Services Office via phone 330-672-1285 or email buscareers@kent.edu. When cancelling an interview, you must provide your first and last name, which organization your interview is scheduled with, and the date and time of your scheduled interview.

Due to the professional nature of on-campus interviews, the following policy will be enforced when a candidate cancels or fails to show up for a mock interview or scheduled interview.

INTERVIEW CANCELLATION/NO SHOW POLICY

A business professional email of apology/explanation **must** be written to the organization's recruiter within 24-business hours of the scheduled interview time. Please send the email to the Career Services Office (buscareers@kent.edu) so that we may forward the apology to the recruiter. Participation in on-campus interviewing may be suspended until the letter is received by the Career Services Office.

CANCELLATION OF CLASSES

If classes are cancelled due to inclement weather, unless the university is closed, the Career Services Office will be open for business. If an organization has a day of scheduled interviews, unless we notify you personally by email or phone, you can assume that your interviews will go on as scheduled.

UNIVERSITY CLOSURE

If the university is closed due to inclement weather, both on-campus interviews and any scheduled career events will be cancelled. Check the [University's Advisory Page](#) for campus updates.

The Career Services Office reserves the right to modify the terms and enforcement of this policy at any time.