



University of Montana Career Services Interview Cancellation and No-Show Policy

Introduction

An important service provided through Griz eRecruiting is the facilitation of on-campus interviewing with local, regional and national employers. Strong relationships between The University of Montana and these employers are built upon successful recruiting efforts. Considerable time, energy and financial resources on the part of both the University and these employers are expended in efforts to schedule, market and successfully facilitate employer visits, interviews and, ultimately, the hiring of UM students and graduates.

When a student cancels an on-campus interview at the last minute or fails to show up for a scheduled interview, it damages our relationships with employers. As a result, other students are not given the opportunity to sign-up for the abandoned interview time slot(s), thus limiting opportunities for other students. Additionally, the recruiter may choose not to return to our campus due to a perceived lack of interest by our students. Due to the professional nature of on-campus interviews, the following policy will be enforced when a candidate cancels an interview less than 48 hours before the scheduled interview or fails to show up for a scheduled interview.

Interview Cancellations

You may change the interview time, if alternate times are available on the interview schedule, or cancel an interview online through Griz eRecruiting anytime up to 48 hours before the interview. **Once you can no longer cancel your interview online (less than 48 hours before interview), it is considered an INTERVIEW NO-SHOW.**

Interview No-Shows

Interview No-Shows will not be tolerated.

First No-Show

If you fail to keep a scheduled interview appointment with an employer, your Griz eRecruiting account will be blocked and you will not be allowed to participate in any further on-campus recruiting activities. In order to regain your on-campus recruiting privileges, you must:

1. Meet with the Career Services Recruiting Coordinator to discuss your no-show.
2. Write a letter of apology and explanation to the recruiter. Recruiter contact information is available from the Career Services Recruiting Coordinator. (Before writing your apology letter, please review our template for composing an appropriate letter. Available in PDF or Word).
3. Bring two (2) copies of this letter to the Recruiting Coordinator, along with a pre-addressed, stamped envelope. Career Services will send one copy to the employer and retain the second copy on file in the office.

Second No-Show

If you fail to keep a scheduled interview appointment a second time, your Griz eRecruiting account will be deactivated and your recruiting privileges will be permanently revoked.