

# Career Services Network

## Michigan State University

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.

- A *late cancellation* is defined as a cancellation on the interview date or four days prior to the interview date.
- A *no-show* is defined as not showing up for the scheduled interview appointment.

There are serious implications resulting from a *late cancellation* or a *no-show*.

**LATE CANCELLATION:** MySpartanCareer.com will only accept cancellations up to four days prior to a scheduled interview (including Saturday and Sunday). For example: if your interview is on Monday, you must cancel your interview by midnight on the Thursday prior to the interview date. MySpartanCareer.com will not accept cancellations after the interview cancellation deadline day and time. If it is after the interview cancellation deadline day and time, you need to contact the appropriate career center (at which the interview was to occur) to cancel the interview appointment. At that time, a staff member will explain the *late cancellation policy* to you. The career center will immediately suspend your access to MySpartanCareer.com and your On-Campus Recruiting status (see below for more details and appeal process).

- **Lear Corporation Career Services Center**, The Eli Broad College of Business: (517) 432-0830, [lear@bus.msu.edu](mailto:lear@bus.msu.edu), 21 Epley Center
- **Career Services @ the Stadium**, 2<sup>nd</sup> Floor of Spartan Stadium, (517) 884-1300, [interviews@csp.msu.edu](mailto:interviews@csp.msu.edu), 290 Spartan Way
- **Career Services in the Student Services Building**, (517) 355-9510, [careerservices@csp.msu.edu](mailto:careerservices@csp.msu.edu), 113 Student Services Building

**NO-SHOW:** The career center will notify you via e-mail of your missed interview appointment and remind you about the no-show policy. The career center will immediately suspend your access to MySpartanCareer.com and your On-Campus Recruiting status.

### LATE CANCELLATION AND NO-SHOW APPEAL PROCESS:

*Late cancellations* and *no-shows* MUST adhere to the following process:

- Write a letter, which will be e-mailed to the appropriate interviewer explaining why it was necessary to cancel the scheduled interview or why you did not show
  - Sample apology letters can be found at:  
<http://careernetwork.msu.edu/pdf/samplestudentapologyletter.pdf>
- Before sending the letter to the interviewer, it must be sent to the appropriate career center for review.
- Once approved, you will be notified by the career center that you can send your apology e-mail to the interviewer, the letter should be the text of your e-mail NOT an attachment
- When you send your e-mail to the interviewer, you MUST also send the e-mail to the career center, as an additional recipient or a cc: recipient to verify you did in fact send it to the interviewer
- After the career center receives this e-mail you sent to the interviewer, you will be reactivated on MySpartanCareer.com

**NOTE:** You must send your apology e-mail to the appropriate career center within 3 days of your missed interview. Upon receipt of this material, it will be reviewed by the career center. Please allow three business days for review of your materials. The career center will notify you of reactivation--depending on if it is a first or second violation. The approved apology email must be sent to the *interviewer AND the career center within seven business days of the cancelled or missed interview date or risk being removed from upcoming interview schedules for which you are signed up. If the material is not received within this time period, the career center can permanently deactivate your access to MySpartanCareer.com and permanently deactivate your On-Campus Recruiting status. Record of your situation will remain on file.*

### FIRST VIOLATION:

If it is your first *late cancellation* or *no-show*, after review, the career center will reactivate your access to MySpartanCareer.com and reactivate your On-Campus Recruiting status. This will count as a first violation. Record of your situation will remain on file.

### SECOND VIOLATION:

If it is your second *late cancellation* or *no-show*, the career center will **permanently deactivate** your access to MySpartanCareer.com and permanently deactivate your On-Campus Recruiting status. There is no appeal process for a second violation.