



LATE CANCELLATION & NO-SHOW POLICY

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 an interview cancellation within 4 days prior to a scheduled interview late.
- A no-show is defined as not showing up for a scheduled interview.

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

LATE CANCELLATION: Handshake will only accept cancellations up to 4 non-business days prior to a scheduled interview (this includes Saturday or Sunday). If you cancel after the interview cancellation deadline day and time, you need to notify the appropriate career center at which the interview was scheduled to occur. At that time, your access to your Handshake will be blocked.

Student and Industry Resource Center, The School of Hospitality Business,
(517) 353-9747, broad.shb.sirc@msu.edu, 667 Shaw Ln., Room E416, Eppley Center

Career Services @ the Stadium, 2nd Floor of Spartan Stadium,
(517) 884-1300, interviews@csp.msui.edu, 535 Chestnut Rd., Room 290: All interviews at Career Services in the Student Services Building will be directed to Career Services @ the Stadium

NO-SHOW: If we are notified that you did not show up to your interview, your Handshake account will be blocked immediately, and you must go through the appeal process to regain access.

LATE CANCELLATION AND NO-SHOW APPEAL PROCESS:

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

- Write an email to the appropriate interviewer explaining why it was necessary to cancel the scheduled interview or why you did not show.
- Before sending the message to the interviewer, it must be emailed to the appropriate career center for review (see contact information above).
- Once approved, you will be notified by the career center that you can officially email your apology to the interviewer. It should be sent as the body of your e-mail - do NOT send it as an attachment.
- You MUST also send the e-mail to the appropriate career center as an additional recipient or a cc: recipient.
- After the career center receives this email your Handshake account will be reactivated.

NOTE: Being blocked from Handshake will keep you from being able to apply for open positions, sign up for interviews, or check the details of already scheduled interviews.

Missed practice (mock) interviews and events requiring RSVP also count as violations.

FIRST VIOLATION:

If it is your first late cancellation or no-show, after review, the career center will reactivate your access to Handshake. This will count as a first violation and will be recorded in your Handshake account.

SECOND VIOLATION:

If it is your second late cancellation or no-show, you may be subject to permanent deactivation on your Handshake account. There is no appeal process for this violation.

Russell Palmer Career Management Center
517-432-0830 – palmer@broad.msu.edu
651 N. Shaw Ln., Minscokoff Pavilion Rm M120
East Lansing, MI 48823
broad.msu.edu

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517-353-9747 – Broad.SHB.SIRC@broad.msu.edu
Eppley Center 667 N. Shaw Ln., Room E416
East Lansing, MI 48823
broad.msu.edu