Broad College of Business
MICHIGAN STATE UNIVERSITY

LATE CANCELLATION & NO-SHOW PROCESS

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 less than 2 days prior to a scheduled interview date. A no-show is defined as not showing up for a scheduled interview.*

LATE CANCELLATION: Handshake will only accept cancellations up to 2 days prior to a scheduled interview. 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.

Russell Palmer Career Management Center, The Broad College of Business,
(517) 432-0830, palmer@broad.msu.edu, 651 Shaw Ln., Room M120, Minskoff Pavilion

Career Services Network, 2nd Floor of Spartan Stadium,
(517) 884-1300, hireaspartan@csp.msu.edu, 535 Chestnut Rd., Room 290

NO-SHOW: If we are notified that you did not show up for 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:

- Draft an email to the appropriate interviewer explaining why it was necessary to cancel the scheduled interview or why you did not attend.
- Submit the draft to the appropriate career center for review (see contact information above) before sending it to the interviewer.
- Wait for approval from the career center. Once your draft has been reviewed and approved, you will be notified that you may send the email to the interviewer.
- Send the approved apology email to the interviewer as the body of your email message. Do not send it as an attachment.
- Include the appropriate career center as an additional recipient or CC on the email sent to the interviewer.
- Once the career center receives a copy of the sent 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.

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517-432-0830 – palmer@broad.msu.edu
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