

SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT, AND DIVISION OF CONSUMER SCIENCE

NO-SHOW/LAST MINUTE CANCELLATION INTERVIEW POLICY

NO-SHOWS and Last Minute Cancellations ARE UNACCEPTABLE!

If you must miss your scheduled interview(s), you are required to cancel your scheduled interview in advance (24 hour notice). If you fail to cancel your scheduled interview(s) in a timely fashion or do not appear for your scheduled interview(s), your actions reflect poorly on you as an individual, HTM/CSR, HHS and Purdue University.

No-Shows and/or Last minute cancellations effectively prevent other students from interviewing, and waste our company recruiter's time. This can engender negative feelings, and may lead companies pulling back on their on-campus interviews.

Please note: It takes years to build these business relationships.

Therefore, the School of Hospitality and Tourism Management, and Division of Consumer Science treats these incidents very serious and strongly advises you to take special note of the following No-Show/Last Minute Cancellations Interview Policy.

NO-SHOW/LAST MINUTE CANCELLATION POLICY:

- Cancellations will NOT be accepted via email or voice mail
- Students are required to give ample (at least 24 hours) notice to cancel a scheduled interview
- Always investigate an alternate date with the company recruiter before you cancel your scheduled interview
- It is your responsibility to personally speak with the company recruiter the morning of your scheduled interview and explain why you will not be attending your interview. *Be aware, however – the company recruiter may still report your actions to HTM/CSR*
- If you should directly cancel your scheduled interview with the company recruiter, remember to also inform Maria Poynter; HTM/CSR Career Center Coordinator.

SUDDEN ILLNESS OR SERIOUS PERSONAL EMERGENCY ON INTERVIEW DAY

- Students are expected to contact our HTM/CSR Main Office at (765) 494-4643 prior to their interview time. They will forward the message onto Maria Poynter; HTM/CSR Career Center Coordinator.

CONSEQUENCES FOR NO-SHOW/LAST MINUTE CANCELLATION:

- You will receive an email from Maria Poynter; HTMCSR Career Center Coordinator
- Your myCCO (HTM/CSR) account will be blocked
- You will need to drop off a professional; typed letter to the HTM/CSR Career Center within five business days of your missed/cancelled scheduled interview.

Please be sure to:

- Address the professional letter to the company recruiter
 - Please state the reason for missing your scheduled interview
 - Sign and date the letter
 - CC: Dr. Ghiselli and bring a copy
- **If not, your myCCO (HTM/CSR) account privileges will remain blocked for the remainder for the semester.**

Furthermore, because hospitality recruiters and human resource professionals are a close-knit network, one company's poor impression of you could follow you throughout your career. Students are **expected** to attend all scheduled interviews.

Thank you for your cooperation in this serious matter.

HTM/CSR Career Center