Interviewing Policy for On- and Off-campus Interview Programs

An interview is a formal commitment between a student and an employer. Students are expected to attend any and all scheduled interviews. It is unprofessional to schedule an interview and fail to attend. To do this reflects poorly on the offending student, UWL Career Services, and our student body. Failing to attend an interview, or cancelling an interview at the last minute, is unfair to students who were unable to receive an interview slot and to the recruiting coordinators who participate in our interview programs.

Students wishing to participate in on-campus interviews and off-campus job fairs, must read and abide by the rules of the UWL Academic Advising Center & Career Services Office. This policy outlines the handling of last-minute cancellations; i.e., less than two business days before an interview as well as no-shows.

The UWL Academic Advising Center & Career Services does not encourage interview cancellations. If you need to cancel an interview within 48 hours of the agreed upon time, you must notify the AAC/CS Office directly as well as the employer. If this was an on-campus interview, call 608.785.8362 or send an email with your name, employer name and location, and interview date and time, to Rebecca Lee at rlee@uwlax.edu.

NO SHOW/LATE CANCELLATION PENALTIES
A missed interview due to a no show or a late cancellation not only reflects poorly on you, but upon our office and the University as well. It is also a waste of a valuable interview slot for both the interviewer and for another student who would have liked an interview but could not get on the schedule.

- The missed interview may be deemed an excused absence. An excused absence indicates a compelling reason for the absence (serious illness, family emergency), and documentation of the emergency (e.g. note from University Health Services, rector, resident assistant). If the missed interview is deemed an excused absence, the student will be reinstated on the Handshake system immediately.

- The missed interview may be deemed an unexcused absence. An unexcused absence may be an absence for a non-compelling reason (copied the wrong date or time, overslept, simply forgot about the interview), or it may be for a compelling reason but no corroborating evidence was provided.

The following penalties will be imposed in the event that you cancel an interview late or no show:

Late Cancellations During an Academic Year
- 1st = No penalty is assessed but your Handshake account is noted.
- 2nd = Your account is blocked from participating in the recruitment process until:
  - A signed, typewritten letter of apology to the employer (in an addressed, stamped, and unsealed envelope) is delivered within 5 days of missed interview to Rebecca Lee, Employer Relations Coordinator in the Academic Advising Center & Career Services.
  - Meet with the Director of the UWL Academic Advising Center and Career Services.
- 3rd = Your account is permanently disabled and you will not have access to any features of Handshake.

No Shows During an Academic Year
- 1st = Your account is blocked from participating in the recruitment process until:
  - A signed letter of apology to the interviewer (in an addressed, stamped and unsealed envelope) is delivered within 5 days of the missed interview to Rebecca Lee, Employer Relations Coordinator in the Academic Advising Center & Career Services. This must be completed within 30 days or your account is disabled.
- 2nd = Your account is disabled and you will not have access to any features of Handshake until you meet with the Director of the Academic Advising Center and Career Services to discuss the situation.
- 3rd = Your account is permanently disabled and you will not have access to any features of Handshake.
NO SHOWS DUE TO JOB ACCEPTANCE

If declining an interview invitation due to having already secured employment, the student/alum must also complete the UWL First Destination Survey online to report their hire. In both cases, when you send your apology and explanation to the employer, please also copy Career Services Employer Outreach Coordinator Rebecca Lee, at rlee@uwlax.edu.

The UWL Academic Advising Center & Career Services retains the right to revise this policy at any time, for any reason. Policy revisions will be posted on the UWL AAC/CS web site as soon as practicable.