



### **On-Campus Interviewing No Show / Cancellation Policy**

Regis University Career Services provides a number of opportunities throughout the year for students/alumni to engage in On-Campus Interviewing with a wide range of employers. In order to maintain the integrity of the On-Campus Interviewing program it is necessary that the following guidelines be followed by all students/alumni in the case of a cancellation or no-show.

1. Students/alumni who have to cancel an interview must contact the Career Services Department at (303) 458-3508 or email [jjlee@regis.edu](mailto:jjlee@regis.edu) 24 hours prior to the interview time.
2. Students/alumni that “no-show” must submit the following two items in order to participate in future On-Campus Interviewing:
  - a. A letter of apology to the recruiter with whom you were to interview.
  - b. A copy of the letter of apology and/or explanation to the Employer Relations Developer with Regis University Career Services.
3. Someone who does not show more than once must meet with the Director of Career Services where the eligibility of the candidate to participate in the future will be determined.

**Please remember, your lack of professionalism denies another student/alumni the opportunity to interview! Thank you.**

**Career Services, Regis University**