

### **Event & Interview No-show/Cancellation Policy and Procedures**

In our current culture, keeping your word and honoring your commitments is crucial to your reputation and personal brand. Illinois Tech students are expected to always represent the university in a professional manner. This includes being responsible for setting, keeping, and managing event commitments, appointments and meetings. It is professional courtesy to follow through on scheduled commitments, to be on time, and to cancel with plenty of notice if you are not able to attend. The following guidelines have been put in place to protect the reputation of the university, and our relationship with organizations and corporations, as well as to enforce appropriate workplace and professional behavior.

**The Office of Career Services regards these incidents as serious offenses and advises you to take special note of the following Cancellation and No-Show Policy guidelines:**

#### **How to Cancel**

You must cancel commitments no later than 1 business day before the scheduled commitment date to avoid a penalty. Canceling can be done via the Handshake Event or through a personal message to the event coordinator (i.e. listed event coordinator, recruiter, employer, etc..).

#### **Late Cancellations and No-Shows**

If you cancel commitments with less than 1 business day's notice (late cancellation) or no show, Career Services will treat these instances seriously and will enforce a system with the following penalties:

## **First Offense**

**Late Cancellation or No-Show:** If you fail to appear for a commitment with no prior notice, you will receive a warning email and your information will be kept for tracking of future commitments.

## **Second Offense**

**Late Cancellation:** If you cancel a commitment late with less than 1 business day's notice more than once, you will be required to meet with the Associate Director of Career Services.

**No-Show:** If you fail to appear for a commitment with no prior notice a second time, your Handshake account will be blocked for 14 days. To reinstate your account, you will also be required to meet with a Career Coach.

Career Services will inform you of your suspension. You may appeal your suspension if there were extenuating circumstances (as outlined below). If no appeal is made within 48 hours of the occurrence, Career Services will automatically deactivate your access for the prescribed time frame.

## **Appeal Process**

You may appeal your suspension if there were extenuating circumstances that resulted in your canceling late or not appearing for your interview.

- Acceptable excuses might include a car accident, sudden hospitalization, family emergency, etc. - all subject to possible verification.
- Unacceptable excuses would include last-minute preparation for exams or term papers, getting up late, forgetting, not checking your OCR schedule, etc.

### **Follow these Appeal Procedures:**

Send an email to [careerservices@iit.edu](mailto:careerservices@iit.edu) *within 48 hours* explaining why you canceled late or did not show up for the commitment. Include specifics like: event name, organization name, interview date and time, etc.. for your missed appointment.

If you have any substantiating documentation (medical excuse, car towing receipt, accident report, etc.), you are encouraged to include that documentation. Upon receipt of this information, Career Services staff will review your case and advise you of the final decision.

*Career Services / Illinois Institute of Technology*

*McCormick Tribune Campus Center*

*Phone: 312.567.6800 | Email: [careerservices@iit.edu](mailto:careerservices@iit.edu)*

*<https://www.iit.edu/career-services/students>*