

OCR No Show / Late Cancellation Policy 8/08

HOW TO CANCEL AN INTERVIEW:

1. You may cancel your interview online via Miami CAREERlink up until 11:59 p.m. two business days prior to the interview without penalty. The following table indicates cancellation deadlines:

Day of Interview	Cancel by Midnight
Monday	Preceding Thursday
Tuesday	Preceding Friday
Wednesday	Preceding Monday
Thursday	Preceding Tuesday
Friday	Preceding Wednesday

2. Cancel online using Miami CAREERlink:
 - Log into Miami CAREERlink
 - Click on “Interviews”
 - Click on “Scheduled Interviews” tab and cancel the interview
3. If you cannot cancel using Miami CAREERlink (it is too late to cancel via Miami CAREERlink or the interview was scheduled directly by the employer, not through Miami CAREERlink), call Career Services at 529-3831 during regular business hours prior to the interview. Never no show!
4. If you must cancel after the cancellation deadline, call Career Services, not the employer. However, if you do happen to cancel with the employer, always inform Career Services as well.

NO SHOW / LATE CANCELLATION PENALTIES:

A missed interview (whether a no show or a late cancellation) not only reflects poorly on you, but upon our office and the University. It is also a waste of a valuable interview slot for both the recruiter and for another student who would have liked an interview but could not get on the schedule.

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

Late Cancellation

- 1st = No penalty, but documented by Career Services.
- 2nd = Your account blocked from participating in the recruitment process (i.e., you cannot apply to any job and your resume is no longer included in the Student Resume Book) and a meeting with a Career Services staff member.
- 3rd = Your account permanently disabled (i.e., no access to any features of Miami CAREERlink).

No Show

- 1st = Your account blocked from participating in the recruitment process until a letter of apology to the employer (including a stamped, addressed, unsealed envelope) is delivered to the designated Career Services staff member. Must be done within 30 days or your account is permanently disabled.
- 2nd = Your account permanently disabled.