Career Center Interview No-Show Policy

Unit: The Career Center  
Contact: Melinda King  
Effective Date: 08/01/2019  
Title: Assistant Vice President  
Revision Date:  

**Purpose:** The purpose of this interview no show policy is to make sure students have an understanding of the consequences of not showing up for on-campus interviews.

**Policy:**
If you cancel a scheduled interview less than 24 hours before the scheduled interview time, or if you do not show up for a scheduled interview, you will be considered a “no-show.”

**One No-Show**
When you are considered a no-show for an interview, your Handshake account will be blocked. In order to have your Handshake account unblocked, you must write an explanation letter and email it to the Career Center at careerhelp@ua.edu within one week of the missed interview.

**Two No-Shows**
If you are considered a no-show for two interviews, you will be required to meet with one of the Career Center Directors to explain why you missed your scheduled interviews. Until this meeting takes place, your Handshake account will be blocked.

**Three or More No-Shows**
If you are considered a no-show for three or more interviews, your Handshake account will be blocked for the remainder of the semester.

**Scope:** This applies to all students and alumni who utilize the University of Alabama Career Center’s on-campus interview services

**Definition:** No-show is canceling an interview within 24 hours of scheduled interview or the failure to attend the scheduled interview.

**Approved by:** Dr. Kathleen Cramer  
Interim Vice President for Student Life