

On-Campus Interview Policies

Unless notified otherwise, students who have signed up on JobTracks to interview with an employer should come to the Career Center in Glass Hall 103 at least 10-15 minutes before the interview to sign in and to learn the interview room location.

CANCELLATIONS

If unable to keep your appointment to interview with the employer, you must notify the Career Center at 417-836-6861 as soon as possible, preferably at least 24 hours before the interview.

Often employers travel from out of town to conduct these interviews and want to make full use of their time. They often have alternative students they would like to schedule to interview in that empty time slot. If they have enough advanced notice of cancellations, they are able to schedule other interviews.

If you cancel, but are still interested in interviewing with the employer at another time, the Career Center recommends you send a letter to the employer to apologize for the cancellation and to state interest in scheduling another time to interview, at their convenience.

NO SHOW

If you fail to notify the Career Center that you are unable to keep an interview appointment, you potentially could lose future privileges of JobTracks access. While we understand that last-minute crises occur that may prevent you from reaching us in a timely manner, the Career Center does not make many exceptions.

The Career Center has little tolerance for “no show” behavior. Not showing up for an interview not only wastes the employers’ valuable time here on campus, but also poorly reflects on you and Missouri State University.

If you do not show up for an interview, the Career Center will place your JobTracks account into an “inactive” status. This means you may no longer log in to JobTracks, update information, apply for jobs, or participate in on-campus interviews.

If you contact the Career Center to explain the situation, send a letter of apology to the employer, and provide the Career Center a copy of this letter, we may consider “re-activating” your account. We will not re-activate this account if you have demonstrated this “no show” behavior in the past.

EMPLOYER INFORMATION SESSIONS

Some employers conduct information sessions, usually the day or evening before their on-campus interview day. These sessions enable students to meet the employer and learn more about the organization’s services/products, work environment, and employment opportunities.