No Show Policy

Canceling an Interview or Reservation to Attend a Career Program

If you need to cancel an interview or attendance at a career program, contact The Career Center as far in advance as possible. Regardless if the interview was scheduled online or in person, if you are scheduled to interview with an employer on campus, contact The Career Center to cancel or change your interview.

Canceling with less than 2 business days’ notice has negative consequences on others, including:

- Wasted time for employers who travel and take time away from work to conduct interviews on campus

- Damaged reputation for Haworth College of Business/WMU resulting in an employer’s decision to discontinue recruiting visits and sponsorship of career programs due to lack of interest and professionalism from students

- Insufficient time for Career Center to contact students who are on waiting lists

In the absence of a serious personal or family emergency, late cancellations or failure to show up for an interview or career program is considered unprofessional behavior. To maintain goodwill with the employer, a letter of apology should be sent within 24 hours. As a result of canceling late or not showing up for a scheduled interview or career program, the Career Center may discontinue your privilege of participating in programs and using WMU career resources.
Professional Behavior

By signing up or accepting an appointment for an on-campus interview or career program, you are making a commitment to an employer and representing yourself, The Career Center, Haworth College of Business, and WMU.

To practice ethical and professional behavior during the job search, interviewing and networking process, please do the following:

- Register only for career events/programs in which you are genuinely interested and have the availability to attend.

- Provide accurate and current information on your BroncoJOBS profile, your resume and on employment applications. This includes your contact information (email and phone), GPA, expected graduation date, and major(s). Keep your current resume uploaded and published in a resume book on BroncoJOBS.

- Only apply to internships/jobs for positions and companies of interest. Do not sign-up for a real interview to practice. Instead, attend Practice Interview Day or call for an advising appointment in the Career Center.

- Read the position description and company’s website before the interview and be able to describe what interests you and ask questions that show you did your homework.

- Bring several copies of your resume and reference list even if they were sent to the employer ahead.

- Dress in professional business attire unless otherwise noted. Arrive 10 minutes before your interview time.

- Hang up your coat, turn off your cell phone and throw away your chewing gum before your interview.

- Send a thank-you email or letter to the interviewer within 24 hours. Ask for a business card, or the Career Center can provide you with contact information.

- After accepting an offer of employment, notify the Career Center and other employers you’re scheduled to interview with so you can be removed from upcoming interview schedules. You should stop interviewing after accepting a job offer, as it is considered unethical to back out (renege) after accepting a job offer.