



On-Campus Recruiting Cancellation Policy

If you find you are unable to keep your scheduled job interview, please **CALL** the Career Center at our main number, 581-1359, no later than 8:30 am on the day of the interview. **Do not use FC email** to cancel an interview, as we may not view that email early enough in the morning to let the recruiter know you are canceling in a timely manner. A job interview is a business appointment and must be treated as such.

Failure to cancel in advance is classified as a “no show” and we will require you to write a note of apology to the recruiter before you can sign up for future interviews scheduled at the Career Center. Repeated “no shows” may result in the loss of on-campus interview privileges. The reason for this requirement is that other students may have been put on a wait list and recruiters may have adjusted travel schedules to reflect a full interview schedule, only to find that no-shows have reduced the value of their visit to UMaine.