

Michelin[®] Career Center

No-Show Policy for On-campus Interviews

This form outlines the Career Center's policy on missing a scheduled interview with an employer participating in on-campus recruiting. This form also provides our procedures for canceling a scheduled interview.

If an employer selects you as a PRE-SELECT or ALTERNATE candidate for an interview, and you are NO LONGER interested in the employer or job opportunity, you must e-mail the employer so they can fill your slot with another candidate.

IF YOU SIGN-UP FOR AN INTERVIEW, YOU MUST SHOW UP FOR THE INTERVIEW. If you are NO LONGER interested in the interview or have some other reason for missing the interview, you must cancel at least 72 hours (3 days) prior to the interview. You must then notify both the employer and the career center of your cancellation.

SCHEDULES FREEZE 3 DAYS PRIOR TO AN INTERVIEW. If you need to CANCEL after the freeze date, you must call 656-6000 between 8:00 am and 4:30 pm ASAP.

IF YOU CANCEL LESS THAN 72 HOURS BEFORE YOUR SCHEDULED INTERVIEW, YOU WILL NEED TO WRITE A LETTER OF APOLOGY TO THE EMPLOYER EXPLAINING YOUR CIRCUMSTANCE. A COPY OF THE LETTER MUST BE SENT TO THE CAREER CENTER. Your account will be inactivated until a copy of the letter you sent to the employer is received by the Career Center. Letters may be mailed to: Michelin Career Center, Box 344007, Clemson, SC 29634-4007. You may email letters to Career-L@Clemson.edu.

We hope these policies will help you better understand our procedures at the Career Center. If you have any questions or concerns, please feel free to contact us at 656-6000 or email us at Career-L@Clemson.edu.

Thanks!

The Michelin[®] Career Center Staff