On-Campus Recruiting Program
Policies and Expectations for Students

It is expected that any student who schedules an interview with an employer will honor that scheduled appointment. Unexcused absences and last minute cancellations do not enhance your image with potential employers, and weakens the integrity and reputation of North Carolina Central University and the On Campus Recruiting Program. Your actions can also jeopardize the entire recruiting program for future students. Thus, a strict policy regarding "no shows" and "cancellations" will be enforced for the protection of the students of North Carolina Central University:

a. **No Shows**: Failure to appear for a scheduled interview will result in a suspension from the program. In order to be reinstated into the program you must make an appointment with a member of the Career Services Staff, and bring with you a letter of apology to the employer you were scheduled to interview indicating the reason for your missed interview. This applies to second round interviews as well.

b. **Cancellations**: You may cancel a scheduled interview by calling the Career Services Office two days prior to your interview. At that time, you must also send a letter of apology to the employer with a copy to the Career Services Office. If after two such cancellations, you will be suspended from the program. This applies to second round interviews as well. Cancellations requested within one day or on the same day will be treated as a “no show”.

c. **Accepting Offers**: Students are strongly encouraged to take full advantage of the On-Campus Recruiting Program and to interview with as many employers as possible in order to make an informed decision about their career future. Therefore, employers participating in the on-campus recruiting program are asked to give students until the last day of on-campus interviews to make a decision on an offer:

   Last Day of On-Campus Interviews for **Fall 2012**: November 20th
   Last Day of On-Campus Interviews for **Spring 2013**: April 26th

d. **Rescinding Offers**: Rescinding an offer that you have accepted from an employer is unacceptable, as it is unethical and uncharacteristic to the integrity and reputation of North Carolina Central University. Rescinding offers can also jeopardize the entire recruiting program for future students. Any student who withdraws acceptance or reneges on an offer will be immediately suspended from the program. If you are uncertain about an internship/full-time offer, please seek advisement from the Career Services Office.

*Privileges can only be restored at the discretion of a Career Services Staff member*

For additional information and contact for the On-Campus Recruiting Program, please contact:

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