



CAREER SERVICES

On-Campus Recruiting

Guidelines

1681 5th Avenue | (304) 696-2370 | www.marshall.edu/career-services

To assist students and alumni in a successful on-campus recruiting experience, the following guidelines have been instituted:

All students/alumni who wish to interview with visiting employers must have a current active account on JobTrax. In addition you need a current professional resume and references in the document section of your profile.

All students/alumni who have never interviewed before should schedule an appointment with a Career Coach for a mock interview.

All students/alumni must meet the minimum qualification post for the position in order to schedule an interview.

If the interview schedule for a visiting recruiter is full, you are encourage to register your name on the waiting list.

Interview "No Show" and/or Late Cancellation Policy

The policies below were put in place to prevent unprofessional behavior by students. A negative experience by employers not only inconveniences the employer but it hurts the Career Services' and University's reputation with employers, which can ultimately deny other students valuable interview opportunities.

The Career Services' staff takes this very seriously and advise you to carefully review the following No Show and cancellation policies.

If you must cancel an interview, please call or e-mail Career Services and give at least one day's advance notice.

Scheduled on-campus interviews must be cancelled through JobTrax by 8:30am one business day before the day of the scheduled interview. After that time, any cancellation is considered a "late cancellation", and students may only cancel for accepted reasons (short notice of an interview with another company, documented illness, documented severe illness or death of a family member, or other extreme unforeseen circumstance approved by Career Services). Students must call (304) 696-2370 before 8:30 a.m. the day of the interview and visit Debby Stoler at Career Services as soon as possible to provide requested documentation.

A late cancellation will result in the student being blocked from JobTrax until the student visits Debby Stoler and provides the requested documentation. Failure to call and cancel an interview by 8:30 a.m. the day of the interview or non-attendance for an interview in which a late cancellation excuse was denied will be treated as a "no show". A student who misses an employer interview or arrives late and creates the impression of non-attendance will be considered a "no show".

Unapproved late cancellations and "no shows" may result in the immediate deactivation of On Campus Recruiting and revocation of rights to participate in any programs facilitated via On Campus Recruiting for the remainder of the academic year. The ONLY exception to this policy will be circumstances in which the interviewee can document that s/he had absolutely no reasonable means to notify the Career Center of non-attendance.

If you miss two interviews (no show or late cancellations), you will relinquish your right to interview through the Career Services Center for a period of one year. If you do not appear for a scheduled interview and you have not given one day's advance notification, you will be required to write a letter of explanation/apology to the recruiter with a copy sent to the Career Services Center.

