



## Fordham University On-Campus Recruiting Student Policy

*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 Fordham University and the On-Campus Recruiting Program. Your actions can also jeopardize opportunities for future students as well as employer partnerships. Thus, a strict policy regarding "no shows" and "cancellations" will be enforced for the protection of the students of Fordham University.*

*Students are also expected to return all phone calls and emails from Career Services and employers **within 24 hours**. Please sign and date the On-Campus Recruiting Student Policy once you have read and thereby understand this commitment.*

### **No shows:**

Cancellations requested on the day of the interview will be treated as a "no show."

**Not showing up to a scheduled interview will result in the student being suspended from On-Campus Recruiting.** Students then are required to make an appointment with a Career Services staff member to go over the importance of keeping the commitment to the scheduled interview.

In addition, students must send a letter of apology to the interviewers and send a copy to Carolyn Funke at CFunke1@fordham.edu.

In the event a student consistently shows up late to scheduled on campus interviews, this occurrence will be treated as a no show.

### **Cancellation policy:**

If the student is accepted to interview and is unable to show, the student must send a letter explaining the cancellation to the interviewer and send a copy to Carolyn Funke at CFunke1@fordham.edu. This also applies for students who sign up for an interview and then declines after the schedule has closed. This letter will include a reason for not being able to attend, willingness to reschedule if appropriate, and an expression of appreciation for the opportunity.

This includes job offerings at another company, illness and emergencies.

### **Accepting/Declining An Offer:**

All correspondence with employers should be professional and respectful.

All students must inform all employers of their decision in a timely manner.

**Cancel all previously scheduled interviews after accepting a position.**

### **Rescinding Offers:**

If you are uncertain about an internship/full-time offer, please seek advisement from the Career Services Office before accepting an offer. Rescinding an offer that students have accepted from an employer is unprofessional. Rescinding offers can jeopardize employer partnerships. Any student who withdraws acceptance or reneges on an offer will be immediately suspended from the On Campus Recruiting.

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Name (Print)

Signature

Date

If you have any questions, issues or concerns that were not covered in the policy please contact Carolyn Funke in the Office at Career Services located in the McGinley Center, room 224 on the Rose Hill campus at 718.817.5602 or CFunke1@fordham.edu