

## **On-Campus Interviewing Policies for Students**

To ensure that both recruiters and candidates have a successful on-campus interviewing experience, there are several guidelines the Career Center asks that candidates follow.

- Candidates **must** be current Ball State University students or alumni to interview with employers coming to campus.
- Candidates **must** be registered/have a completed profile in Cardinal Career Link and have a résumé uploaded to their accounts before applying for interviews on campus.
- Candidates are responsible for observing all Cardinal Career Link deadlines for interview sign-ups. The Career Center is not responsible for reminding candidates of their interview time or other deadlines.
- All interviews are held at the Career Center in Lucina Hall 220, unless otherwise notified. Candidates should arrive ten minutes before their interview time.

### **Preparing for Your Interview**

In order to be prepared for your interview you need to do your homework. Valuable information about interviewing is available at <http://cms.bsu.edu/about/administrativeoffices/careercenter/careerlab> or can make an appointment with your Career Coach through [Cardinal Career Link](#) or calling 765-285-1522.

### **Canceling an interview\***

Log in to your Cardinal Career Link account up to **two days before** your scheduled interview. After this time, you **must**:

- 1) Call the Career Center at 765-285-2431 (Karen Runyon) to cancel your interview, and
- 2) Email/Call the employer to reschedule or make them aware you are canceling. Contact Karen if you need employer contact information.

**\*If you are ill and feel you are contagious, use your best judgement about attending or cancelling your interview.**

Interviews canceled within 24 hours of the scheduled time are considered late cancels.

**Late Cancel** – Candidates are allowed one warning for a late cancel. Subsequent late cancels will be documented as an infraction.

**1<sup>st</sup> occurrence of No Show**–Will be documented accordingly.

**2<sup>nd</sup> occurrence** – Candidate will be required to write apology letter to employer and meet with Career Coach. Candidate will not be able to attend On-Campus Interviewing until this is completed.

**3<sup>rd</sup> occurrence** - On-Campus Interviewing privileges will be revoked for rest of academic year. This restarts August 1 of the next academic year.

### **After Your Interview**

- Ask for the recruiter's business card. If the recruiter doesn't have one, check [Cardinal Career Link](#) or call 765-285-1522.
- Be sure to get the recruiter's name and address.

- Send the recruiter a thank-you note within forty-eight hours of your interview. See examples of thank you letters online or talk with a Career Coach about writing a thank you note.