

## No-Show Policy for Penn State Abington On-Campus Interviews

**Every scheduled interview is a commitment to attend the interview.** Unprofessional conduct in the job search process has multiple adverse effects:

- Damages your personal brand
- Takes opportunities away from other students
- Wastes time, money, and resources spent by Career & Professional Development and the companies that recruit at Penn State Abington, and can result in permanently damaged relationships with these companies

Students cancelling interviews and/or students who do not show up for scheduled interviews are considered no-shows and will be immediately blocked from using the Nittany Lion Careers system.

**If an emergency arises**, the method to inform our office that you will not be attending an on-campus interview is to email Penn State Abington Career & Professional Development at [careers-ab@psu.edu](mailto:careers-ab@psu.edu). We will notify the employer. Notifying our office is a professional requirement. However, it does not excuse you from the consequences of missing an interview.

The first time you miss an interview or cancel an interview less than 48 business hours before your interview day, your access to Nittany Lion Careers will be withheld until a letter of explanation and apology is written to the employer.

The letter should follow [professional structure](#) and should be saved as a document. The letter should be emailed within 48 hours of the missed interview time as an attachment to Penn State Abington Career & Professional Development: [careers-ab@psu.edu](mailto:careers-ab@psu.edu)

We will forward your letter to the recruiter with our own apology and reactivate your account in Nittany Lion Careers.

A second missed interview or late cancellation will require an apology letter, and will also result in your access to Nittany Lion Careers being revoked for the remainder of the academic year.

Any questions about the no-show/late cancellation policy can be directed to:

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