

## Career Services

[www.sandiego.edu/usdlaw/career/](http://www.sandiego.edu/usdlaw/career/)

(619) 260-4529



# INTERVIEW ATTENDANCE AND CANCELLATION POLICY

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You should only submit applications to employers for whom you would consider working. If you are chosen for an on campus interview, you must accept and attend the interview. Therefore, if you are not available to interview on the day that a particular employer is coming to campus, you should not submit an application to the employer.

The Career Services email that notifies you that you have been selected for an interview will give you the opportunity to select an interview time. If your preferred times are not available, however, you are still required to attend the interview. Furthermore, if you do not request an interview time within the allotted time period, Career Services will assign an interview time to you. Even if this interview time conflicts with other commitments you may have, you are responsible for attending your interview.

In the event that an emergency arises that precludes you from attending the interview, you must seek permission from Heather Harrigan, Employer Liaison, to cancel your interview. Your circumstances will be evaluated on an individual basis. If Ms. Harrigan does agree to excuse you from your interview, you must write a letter of apology and explanation to the employer and submit a copy of this letter to Career Services within 48 hours of the scheduled interview.

If you do not comply with this policy, you may not be permitted to participate in subsequent interviews for the remainder of the semester, or other appropriate action may be taken, at the sole discretion of Ms. Harrigan.