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](http://cms.bsu.edu/about/administrativeoffices/careercenter/careerlab) or can make an appointment with your Career Coach through [Cardinal Career Link](http://cms.bsu.edu/about/administrativeoffices/careercenter/careerlab) 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.

**1st occurrence of No Show** – Will be documented accordingly.

**2nd 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.

**3rd 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](http://cms.bsu.edu/about/administrativeoffices/careercenter/careerlab) 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.