2017 Resume Submission and Interview Cancellation Policy

As you prepare to interview for semester, summer or permanent employment or internships, please remember that you are preparing to enter a profession. Law is a profession that prides itself on its civility, appropriateness, and respect for others. We advise you to take all of your commitments seriously in the recruitment process: prepare professional business cover letters, resumes, and e-mail communications; attend all scheduled interviews; and respond to employers’ inquiries in a timely fashion. If you RSVP affirmatively for an employer-sponsored recruitment event, plan to attend. If an emergency arises, you must contact the Career Development Office (CDO) as soon as possible.

Students are required to attend all interviews (including interviews that take place in regional locations) for which they have actively bid and been selected. The CDO will excuse students from scheduling and attending an interview under the following circumstances: 1) the student has accepted a job offer; 2) there is a conflict of interest with the interviewer or firm (deemed legitimate by CDO); or 3) emergency circumstances. Students attempting to cancel an interview must contact the CDO directly. Students should not contact the employer directly unless advised to do so by the CDO.

Students should make their selections very carefully and bid only for those employers which they have researched and in which they have a sincere interest. Students should also consider the expense and time of traveling to a regional interview program before they submit their resumes. A student will not be excused from attending an interview(s) for such reasons as the following: you have only been selected for one or two interviews; you no longer have an interest in the employer(s); or you have not made financial preparations to travel to a regional location. If you have been selected for an interview at a regional Interview Program and have applied directly to other employers in that region, you should take the opportunity to contact those employers and let them know you will be in town for other interviews and investigate whether they are interested in meeting you that day. This is a great way to maximize your time and minimize expenses of additional trips. It also makes you more marketable, as you can leverage the fact that you are in town for other interviews.

Students who must cancel a scheduled interview with an employer due to emergency circumstances are required to write a letter of regret addressed to the employer and deliver it to the CDO within 24 hours of the scheduled interview. If a student fails to contact the CDO, and fails to show up for an interview, he/she will be excluded from future CDO interview programs and events.

The Career Development Office reserves the right to suspend services and programs to any student who disregards this policy.

I have read and understand the above policy.

Signature ___________________________________________  Date ________________________________

Please Print Name____________________________________  Email ______________________________