USF Career Services Center
Interview Policy

As a USF student, he/she understands that they are responsible as follows:

- You must get your resume reviewed and approved by USF Career Services Center before they can participate in the application process.
- You get your resume approved before the resume deadline.
- You are aware of all deadlines and appointments.
- You show up to the Career Services office at least ten minutes early on the day of your interview with your resume and dressed in business attire.

The following steps must be taken if the student cancels an interview:

- You must contact the Career Services at least 24 hours in advance at 415-422-6216 or careerservices@usfca.edu.
- You provide a valid reason for the cancellation – not “I just can’t make it” or “I’m feeling sick;” an invalid reason will count as a No-Show on your record.
- You email a formal apology to the employer, with a copy to the Associate Director of Employer Relations (Julia Hing – jahing@usfca.edu) at the Career Services Center.
- Your understand that if you fail to do the above steps, you risk the cancellation of your interview privileges and blocked from using DonsCareers until you send the formal apology email.
- You understand that you may also lose your interview privileges and blocked from using DonsCareers if you have a pattern of calling to cancel interview repeatedly (even 24 hours in advance).

*** No-Shows will be banned from participating in On-Campus Interviews and blocked from using DonsCareers ***