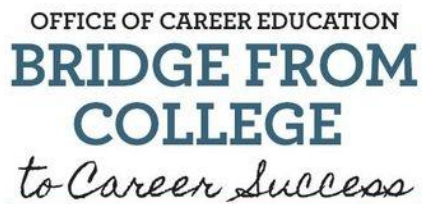


On-Campus Interview, Mock Interviewer in Residence and Interview with the Experts Policies



Cancellation Policy

Students can cancel an interview up to 5 days before their scheduled interview day. If an emergency arises and a student needs to cancel their interview after the 5 day point, please contact Mia Wittels, Assistant Director for Employer Relations ([267-620-4819](tel:267-620-4819)) as soon as possible. If you cannot reach the Assistant Director, please contact the main line at [215-572-2939](tel:215-572-2939). Students that cancel their interviews will need to write a letter of explanation/apology to the employer or mock interviewer. This can be sent via email directly to the interviewer and Mia Wittels should be BCC'd on this email exchange (wittelsm@arcadia.edu). The email must be sent within three days of the scheduled interview day/time.

No-Show Policy

It is prohibited to not show up for your scheduled interview slot. Students who do not show up for their scheduled interview day/mock interview time slot may be restricted from participating in future interview days, OCE events and Handshake. Additionally, students that do not show up for their scheduled interview time will be required to write a letter of explanation/apology to the employer or mock interviewer. This can be sent via email directly to the interviewer and Mia Wittels should be BCC'd on this email exchange (wittelsm@arcadia.edu). The email must be sent within three days of the scheduled interview day/time.

Business Etiquette

Students should plan to arrive 5-10 minutes early for their scheduled interview day. Business attire is required for on-campus interview days. If you are unsure what qualifies as business attire, please email careerhelp@arcadia.edu to receive more information.

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Office of Career Education · Knight Hall Suite 100 · 215-572-2939 · careerhelp@arcadia.edu

Office Hours: 8:30 a.m. - 5:00 p.m. Mon-Fri www.arcadia.edu/oce · *Like us on Facebook!* ·

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