



The Office of Career Services has a No Show Policy for all RSVP Events and Interviews that are held on campus.

A “No Show” is defined as someone who: Registers for an event or interview; **BUT** fails to provide us with 24 hours notice prior to the day of the event that you can not attend; **OR** does not report to the scheduled event. If you have a documented medical emergency, you are to simply email that to the careerservices@apsu.edu.

First violation of the No Show Policy: Students/Alumni will be given 48 hours following the scheduled etiquette dinner to write and email a letter of apology and explanation to the employer or event hostess (you may contact Career Services to get the appropriate email address) and the Assistant Director of Career Services, Tonika Jordan at jordant@apsu.edu.

Students/Alumni must email this directly to both individuals using the subject line “letter of apology/explanation” and the student/alumni will be in an *On Watch Status* for the following semester for future events; if no shows continue you will not be able to participate in the following semester’s events or career fairs. A visible no show label will also be applied to the student/alumni account in Jobs4Govs (viewable to staff only - until the letter has been provided).

Second violation of the No Show Policy: The student/alumni account in Jobs4Govs will be suspended for a semester and a mandatory meeting with the Director of Career Services, Dr. Amanda Walker will be required before re-activating their Jobs4Govs account.