



Seaver College Career Center

Pepperdine University • Tyler Campus Center, Suite 270 • (310) 506-4184

No-Show Interview Tracking

No-Show Policy

Participation in the On-Campus Interview Program is a privilege, providing students with one-on-one interaction as interview candidates with noted employers from across the country. Participants in the program serve as representatives for the University and must understand that the consequences of their behavior while participating in the program affects the relationship between the employer and the University and future employment prospects for students and alumni. Students who cancel an interview with an employer less than three business days prior to the interview date, will be temporarily blocked from further use of InterviewTrak.

To reinstate your status; please pick up a No-Show Packet at the Career Center, TCC 270. You must type a personalized letter of apology to the recruiter within three days of the No-Show interview. Remember, all further interviews will be cancelled unless you submit a typed letter for the employer. ***Also, any further interviews that are already scheduled will be held in reserve during this three-day period.*** After completing the letter, place it in an unsealed, stamped envelope addressed to the recruiter and bring it to the Interview Center.

You are responsible for any interviews that have been previously scheduled during this time.

InterviewTrak access will only be reinstated ONCE. If you miss a second interview, you will lose your on-campus recruiting privileges for the semester.

-----Tear off and hand in along with the letter of apology-----

Name: _____ Date: _____

Company: _____ Time of Interview: _____

Reason for No Show: _____

Signature: _____

NO-SHOW LETTER EXAMPLE #1
(For students interested in a second interview with the company)

October 17th, 2002

Patty Smith
Director of Recruitment
Bank of Northern California
P.O. Box 9, Dept. 264
San Francisco, CA 94106

Dear Ms. Smith,

I would like to take this time to apologize for missing the opportunity to interview with you at Pepperdine University on Monday, October 4, for the commercial banking position in San Francisco. I was unable to keep the appointment due to circumstances beyond my control. Unfortunately, I feel that I missed out on the opportunity to become a part of your fine organization. I hope that you will accept my apology and retain my resume in your files for future consideration. I would really appreciate the chance to reschedule our interview if possible. Please feel free to contact me at (213) 740-9105 at your earliest convenience.

Once again, I would like to apologize for any inconveniences I may have caused you by missing my interview appointment. Please accept my apology and understand that this in no way reflects the standards and expectations of Pepperdine University.

Sincerely,

John Patter
2134 West St.
Los Angeles, CA 97532
(213) 740-9105

NO SHOW LETTER EXAMPLE #2
(For students NOT interested in a second interview with the company)

November 4, 2002

Mr. Jack Jones
Texas Trade Company
23456 Oxnard Street, Suit 345
Waco, TX 97234

Dear Mr. Jones,

I would like to apologize for canceling our interview Thursday, November 1st. I understand that your time is valuable; however, due to unfortunate circumstances beyond my control, it was impossible for me to keep the appointment.

Please accept my apology and understand that this in no way reflects the standards and expectations of Pepperdine University. Again, I apologize for any inconvenience I may have caused you.

Sincerely,

Jane Taylor
2345 Politis St.
Los Angeles, CA 90007
(213) 740-9105