

UNT Accounting Recruitment

On-Campus Interviewing No-Show Policy for Students

On-campus interviewing is taken seriously by UNT ACCT Department and the Career Center staff. Signing up for an on-campus interview is a commitment that is expected to be upheld.

Candidates may remove themselves from an interview schedule through the HandShake system **up to two working days prior to the on-campus interview**. A cancellation occurring after this time will be considered a **no-show**.

Due to the professional nature of on-campus interviews, the following policy will be enforced when a candidate fails to cancel in a timely manner or fails to show up for a previously scheduled interview.

Candidates who **no show** for an interview will be temporarily **suspended** from using Handshake. To **restore** access to the system, the candidate must complete the following steps:

1. Meet with Professor Ellis or Dr. Hirsch in the RCOB Career Center. You will need to email Christine.Ellis@unt.edu or Brian.Hirsch@unt.edu to schedule an appointment.
2. Furnish a formal email of apology to the recruiter, which will be reviewed and approved during your appointment with Professor Ellis or Dr. Hirsch

If you have any questions, please contact Christine Ellis, the Accounting Internship Director at Christine.Ellis@unt.edu or at 972-565-3087.

Student Accountability and Policies after Accepting an Internship

Students must honor the acceptance of an offer as a contractual agreement with the employer. It is **unacceptable** to continue interviewing or making office visits after accepting an offer, or to back out on an accepted offer. Please do not represent yourself as being prepared to accept an offer unless you are prepared to do so. An offer is considered accepted once the student and the employer have jointly agreed to the terms of employment.

Students must respond to every offer, whether they accept or reject it. Upon the acceptance of a job offer you agree to:

- Notify all other employers with whom you are a job candidate and withdraw yourself from further consideration
- Notify Christine Ellis, ACCT Department Advisor of your acceptance

It is unacceptable to back out of an accepted offer. If a student accepts a written offer from an employer and later rescinds on the acceptance, the student will be required to meet with Christine Ellis to discuss basis for rescission and related penalties.