



engineering opportunities center

Student Policy: Honoring Interview Commitments

When a student accepts an offer to interview with a company, they are expected to honor their word and appear for the interview. Interviews involve time and expense for companies, and failure to honor a commitment to interview reflects poorly on the student, damages the reputation of Texas Tech students in general, and takes an interview slot away from another student that may have been selected for the position.

Any student reported to Career Services as not appearing at an interview without sufficient prior notice will face the following consequences:

- 1st No-Show
 - The student will be made Inactive on Job Grid until they write a letter of apology to the company.
- 2nd No-Show
 - The student will be suspended from Job Grid and all on-campus recruiting events pending a mandatory meeting with EOC Career Services Staff to determine consequences. The standard suspension will be the remainder of the academic year.
- 3rd No-Show
 - The student will be suspended from Job Grid and all on-campus recruiting events indefinitely.

Emergencies/Special Circumstances:

If a student has an emergency that prevents them from attending an interview or if they accept another offer prior to an interview, they must notify the company immediately, i.e. as far in advance of the interview as possible. They should apologize and assist in making alternate arrangements as appropriate.

If a student does not have the company's contact information for an on-campus interview, they should contact EOC Career Services at coe.careers@ttu.edu with the following information so that we can notify the company: company name, interview date and time, and reason for inability to attend the interview. Staff will follow up with next steps.