



## On-Campus Interviewing Agreement

The Career Development staff strives to maintain high quality relationships with all employers who recruit, interview and evaluate Bellarmine University students and alumni. Therefore, it is in the best interest of all former, current and future Bellarmine students that you meet your individual responsibilities during the interview process. Please read and sign this agreement to acknowledge your commitment to abide by the following professional standards.

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1. I will not sign up for an interview unless I plan to interview.
2. If an emergency arises and I cannot make my interview time, I will be considerate and contact Career Development immediately at 502-452-8151 or [careerdev@bellarmine.edu](mailto:careerdev@bellarmine.edu).
3. If something changes for any reason and I decide not to interview, I will notify Career Development staff at least 24 hours (one full workday, Monday–Friday) prior to the scheduled interview.
4. If I sign up well in advance of the interview and decide a short time later that I am not going to interview, I will notify Career Development staff immediately. I will not wait until the 24-hour deadline or the day of the interview to cancel.
5. I will utilize my email account to stay updated with changes and additions to the recruiting schedule.
6. I will read available job descriptions and research the company prior to the interview.
7. My attire and appearance will be professional for all of my interviews. This usually means suits for men and women, shirts and ties for men, shoes that are in good condition, neat hair, no visible tattoos and minimal ear/body piercings.
8. I will arrive at least 5 minutes before my interview time. If the interviewer brings additional information, I will have time to review it.
9. I will follow up my interview with a thank you note using the name and address of the interviewer, which is available on the interview schedule.
10. I realize the interviewer is on campus for my convenience for one day only and expects to interview me at my assigned interview time.
11. I will be professional in my approach to the interviewing process and will do my best to maintain and enhance the reputation of Bellarmine University students, alumni, faculty and staff.

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I have read and agree to abide by the above statements and understand that failure to comply could jeopardize my future interviewing opportunities at Bellarmine University.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to Career Development: [careerdev@bellarmine.edu](mailto:careerdev@bellarmine.edu), 502.272.8050 fax, or 225 Campus Center.**

## **DON'T BE A "NO-SHOW"**

1. The student who fails to appear for a scheduled interview displays a lack of courtesy and professionalism. He or she also jeopardizes future opportunities with that employer not only for themselves, but for other Bellarmine students and alumni.
2. The Career Development staff invests much time and effort to establish, maintain and expand relationships with employers, recruiters and other organizations to provide students and alumni with a variety of opportunities.
3. On-campus recruitment is often an expensive proposition for hiring organizations. When deciding if they will return in the future, most employers consider the reputation of the university, majors offered, the level of interest among students, the quality of candidates, their ability to fill an interview schedule and, ultimately, their success with attracting and retaining high quality talent for the organization.
4. For every interview "no-show," the Career Development staff must offer an apology to the interviewer for the student's absence.
5. Remember, "no-shows" give employers a negative impression of Bellarmine that can adversely affect the relationship between the employer and the university.
6. Sometimes unforeseeable events may force you to cancel an interview you have scheduled. If you must cancel for a legitimate reason (unexpected illness, family emergency or other unavoidable crisis), cancel as soon as you are aware of the conflict.
7. Campus recruiting is not your right—it is a privilege. Show pride in yourself and fellow members of the Bellarmine community by being responsible and professional in all of your interactions with employers and other organizations. DON'T BE A "NO-SHOW."