

## **LAFAYETTE COLLEGE CAREER SERVICES Employer Resources: On Campus Recruiting Policies**

### **Eligibility**

1. Campus interviewing for full-time and internships is available to individuals who are currently enrolled or have graduated from Lafayette College
2. Seniors may interview on campus for full-time employment while actively enrolled and no more than six months after receiving their Lafayette Degree.
3. Alumni who do not meet the previous eligibility statements may use Job Vault- free of charge – to arrange independent interviews. They may also attend our Career Fair and employer information sessions.

### **Interview Accepts and Sign-ups**

1. Students are required to sign up for ALL and PARTICIPATE in each interview for which they have been ACCEPTED. If there is a scheduling conflict, CONTACT CAREER SERVICES IMMEDIATELY.
2. If an extenuating circumstance requires cancellation, students will discuss this circumstance with Career Services 48 hrs in advance of the interview date.
3. One missed interview (i.e. not signing up for an interview you were accepted to or not attending the interview) will result in temporary suspension of your access to Job Vault. You will be REQUIRED to submit a letter of apology to the corporate representative(s) and provide a copy to the Director of Career Services before you can resume interviewing.
4. If a student misses more than one interview, and does not notify Career Services, the remaining scheduled interviews will be cancelled. Students may appeal this decision with the Director of Career Services.