

For a webcam or phone interview, **Contact Career Services**
interviewing@psu.edu



interview



Review Policies and Procedures below

Career Services' Interview Center facilities are to be used primarily for the purpose of face-to-face interviewing. Space permitting, we will schedule a room at the Interview Center for students to conduct webcam or phone interviews.

Procedures for Participation

- **Registration**

Using a Career Services computer and/or phone: registration is required.

To register, contact the Interview Center Coordinator at interviewing@psu.edu. Students will receive an email from Career Services confirming registration.

Using a personal computer and/or phone: registration is not required but recommended.

- **Deadlines**

Using a Career Services computer and/or phone: No set deadline but registration is recommended at least one business day in advance. To register, contact the Interview Center Coordinator at interviewing@psu.edu.

Using a personal computer and/or phone: no set deadlines.

- **Rescheduling**

A webcam/phone interview may be rescheduled as needed, provided time slots are still available. To change your registration, contact the Interview Center Coordinator at interviewing@psu.edu.

- **Cancellations**

If you must cancel your webcam/phone interview, please notify the Interview Center Coordinator at least two business days in advance. If extenuating circumstances do not allow for an advanced notice, please notify the Interview Center Coordinator as soon as possible.

- **No shows**

When you accept an interview invitation you are making a commitment to that company. If you are no longer interested in the opportunity or cannot make the scheduled interview, it is professional courtesy to contact the employer and let them know your situation. Simply not attending a scheduled interview can jeopardize Penn State's relationship with the company, making interviews difficult for future students.

Using a Career Services computer and/or phone: students who do not show up for the scheduled webcam/phone interview AND who do not contact the Interview Center Coordinator in advance are considered **no-shows**. The first no-show will result in immediately being flagged and an email sent explaining Career Services policies and procedures. The second no-show will result in being blocked from using a Career Services computer and/or phone.

Using a personal computer and/or phone: Career Services expects that students maintain professional behavior. If we receive a report from an employer of a missed webcam/phone interview, we expect that you contact the company to explain your situation and apologize for your behavior, copying the Interview Center Coordinator on any correspondence with the company regarding the situation.