

HASKAYNE CAREER CENTRE ACCOUNTABILITY POLICY

All current Haskayne School of Business undergraduate and MBA students will be held to the policies and procedures listed below.

GENERAL POLICY

The Haskayne Career & Student Experience Student Accountability Policy requires that all students registered to take part in a career centre activity are expected to attend.

Cancelling at the last minute or failing to show for an interview, event or appointment has a negative impact on your reputation as a business student and as a business professional. Not only do you inconvenience the employer, but you may also deprive another student of a valuable opportunity. Your actions can reflect poorly on the Haskayne School of Business and jeopardizes the University's relationship with employers overall.

The Haskayne Career Centre treats these incidents very seriously and advises you take special note of the following Cancellation and No-Show Policy requirements.

How to Cancel

You must cancel no later than 2 business days before the scheduled activity date to avoid a penalty:

1. Cancel Online: Login to Haskayne Elevate. Select the interview, event, or appointment you are registered for. Choose cancel.
2. Notify the Haskayne Career Centre
 - a. By email: hscentre@ucalgary.ca
 - b. In Person: Mathison Hall - MTH 206

LATE CANCELLATIONS AND NO-SHOWS

If you cancel an activity with less than 2 business days' notice (late cancellation) or fail to show up for an interview (no-show), the Career Centre will treat these instances seriously and will enforce "a two strikes and you're out" system with the following penalties:

First Violation

- Late Cancellation: If you cancel with less than 2 business days' notice, you may be suspended from Haskayne Elevate for 7 days.
- No-Show: If you fail to appear for an appointment, interview or event with no prior notice, you may be suspended from Haskayne Elevate for 14 days.

Second Violation

- A second late cancellation or no-show will result in your permanent removal from Haskayne Elevate for the remainder of the semester

A member of the Haskayne Career & Student Experience team will inform you of your pending suspension. You will be given a 2 business day grace period before the suspension goes into effect. During that time you may make an appointment with a career advisor to appeal your suspension if there were extenuating circumstances (as outlined below). If no appeal is made, your Haskayne Elevate account will be automatically deactivated for the prescribed timeframe.

As we do not wish to damage the relationship the Haskayne School of Business has cultivated with employers or organizations, we may ask you to provide an apology letter to your career advisor that we can forward to the employer.

During your suspension period you will not have access to Haskayne Elevate for any purpose:

- You will not be able to submit résumés, schedule an interview or appointment, view the job board, or register for events.
- You will be expected to honour all previously arranged interviews, events, or appointments during your suspension period. If you are unsure about your registered activities, come in person to the Haskayne Career Centre office to obtain copy or to cancel.

APPEAL PROCESS

You will have 2 business days to appeal your suspension following notification by the Haskayne Career Centre staff.

You may appeal your suspension if you feel that there were extenuating circumstances that resulted in cancelling late or not appearing for your interview, appointment or event. Acceptable excuses might include a car accident, sudden hospitalization, family emergency, etc. - all subject to possible verification. Unacceptable excuses would include last-minute preparation for exams or term papers, getting up late, forgetting, not checking your Haskayne Elevate schedule, etc.

Follow these appeal procedures:

- Schedule an appointment with a career advisor to discuss why you cancelled late or did not show up for an interview, event, or appointment.
- If you have any substantiating documentation (medical note, car towing receipt, accident report, etc.), you are encouraged to provide the documents at your appeal appointment.

The career advisor will review your case, and advise you of the final decision