

Insalaco Center for Career Development

Student Policies for Mock Interviews and On-Campus Recruiting

The Insalaco Center for Career Development (ICCD) is committed to making your experience with on-campus interviewing and mock interviewing as successful as possible. Please follow the guidelines as directed below:

Mock Interviewing and On-Campus Interviewing:

- You must sign up in advance with the ICCD for a time slot
- You must e-mail your resume to the ICCD at jfawbush@misericordia.edu by the specified deadline date
- **On the day of the interview**, please arrive and check in at the ICCD main office located in McAuley Hall, Room 10 at least **ten minutes prior** to your scheduled interview time. All interviews will take place in the ICCD unless otherwise noted. Please **DO NOT** show up more than 15 minutes early, as there is limited seating available in our waiting area.
- Please dress professionally for your interview.
- Anything you do not want to take into the interview can be left in the main office with our administrative assistant.
- Signing up for mock interviews and on-campus interviews with an employer is an important commitment. Your professional behavior reflects upon not only you, but on Misericordia University and all future students.
- Cancellation Policy - Please call our main office at 570-674-6409 at least 24 hours before the interview if it is necessary to cancel an interview.
- No-Show Policy - Failure to attend an interview without previous notice is not acceptable. Not showing up for an interview shows a lack of professionalism and respect for the employer. You will be required to arrange a meeting with the Director of the ICCD to explain the circumstances of missing your interview.
- Inclement Weather Delays & Closings – No scheduled interviews will be held for that day in the event Misericordia University is closed. The ICCD will contact you to reschedule.

Good Luck!! If you have any additional questions please call 570-674-6409 or email

jfawbush@misericordia.edu