

JENKINS CMC NO SHOW POLICY



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I. PURPOSE

The Purpose of this issuance is to provide guidelines for the implementation of a policy concerning students not showing up for recruiter sponsored events for which they registered. To the extent that it does not conflict with existing Code of Conduct policies, this policy is applicable to all Jenkins MBA, MGIM, GLM, and MSCM students. Examples of company sponsored events include but is not limited to: networking events, career panels, interviews, company site visits, and corporate presentations. This policy does not apply to CMC workshops or other Jenkins' sponsored events, although the same level of professionalism does apply.

II. TRACKING ATTENDANCE:

1. Student check-in for each company sponsored event is required. A CMC designee will check in each attendee based on the student registration list extracted from the online registration tool, JobLink (JL). No student will be permitted to check in anyone other than themselves.
2. Students arriving 15 minutes late for the event will be considered as a No Show.
3. The CMC designee will submit the completed event check in list to the CMC Recruiting Coordinator (Mandy Sink) immediately following the event.
4. The CMC Recruiting Coordinator will indicate a No show notation in the student's JL record for tracking purposes.
5. Within 1-2 business days after the event, The CMC Recruiting Coordinator will also send a spreadsheet to the CMC Career Coaching Team listing all No Show students with a notation of their year-to-date (YTD) offenses.
6. In addition, the CMC Recruiting Coordinator will send a brief email to each No Show student (one email per student) advising that our records indicate a No Show. This email will be sent within 1-2 business days following the day of the event. The student will be instructed to contact a Career Coach during the walk up hour or daily office hours to advise of the reason for the absence. They will be advised that their JL access will be suspended until the concern has been addressed.
7. It is also possible that a student who did not register in JL will attend an event. In this case, the student's name will not be reflected on the electronic JL attendance sheet that is shared with the company before the session begins. Students are strongly encouraged to RSVP on JL.

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III. PENALTY ASSESSMENT

In the event a student fails to show up for a company sponsored event in which they registered to attend via JL, penalties, as described below will apply unless otherwise specified by a CMC member.

1. *First No Show Offense:*

- a. The student is notified via email by the CMC that our records reflect that he/she did not show up for the event they registered to attend and at that time, the JL privileges will be suspended. The CMC will instruct the student to contact a coach during the walk up hour or daily office hours to advise on why they did not attend the event. JL access will not be restored until the concern has been addressed.
- b. The coach will instruct the student to draft a letter of apology to the company representative. The draft email should be sent to the coach for approval. Once approved by the coach, the student will email the apology to the company representative with a copy to the coach. The student will forward the subject email to the CMC Recruiting Coordinator. Access to JL will be restored upon receipt of the final email.

2. *Second No Show Offense:*

- a. Refer to Paragraph III 1 (a) and (b)
- b. The student must appear before the MBASA Board to present his/her case regarding their No Show history. MBASA privileges will be revoked for a period of time to be determined time by the Board. The MBASA Board will advise the CMC of the penalty assessed. Access to JL will be restored upon satisfactory completion of the aforementioned requirements.

3. *No Show Offenses in excess of two:*

- a. Refer to Paragraph III 1 (a) and (b)
- b. Refer to Paragraph III 2 (b)
- c. The student is required to schedule a meeting with the Associate Dean (Dean Allen) to present his/her case regarding their No Show history. Access to JL will be restored upon satisfactory completion of the aforementioned requirements.

IV. STUDENT REGISTRATION DEADLINE:

1. The CMC Recruiting Coordinator will send an email reminder to every student who registered to attend the event. The reminder email will be sent by 8am, three business days before the event. Students will have 24 hours (8am the next day) following the CMC reminder email to cancel their event registration.
2. The CMC Recruiting Coordinator will notify the company representative of the student registration list two business days before the event. All students reflected on the list provided to the company are expected to attend the event.

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The student registration deadline for recruiter sponsored events will be two business days prior to the event, at 8AM. See examples below.

| EVENT DAY | REMINDER NOTICE SENT TO STUDENTS BY: | REGISTRATION DEADLINE | COMMUNICATION TO COMPANY REP. |
|------------------|---|------------------------------|--------------------------------------|
| MONDAY | WEDNESDAY – 8AM | THURSDAY – 8AM | THURSDAY – AFTER 8AM |
| TUESDAY | THURSDAY – 8AM | FRIDAY – 8AM | FRIDAY – AFTER 8AM |
| WEDNESDAY | FRIDAY – 8AM | MONDAY – 8AM | MONDAY – AFTER 8AM |
| THURSDAY | MONDAY – 8AM | TUESDAY – 8AM | TUESDAY – AFTER 8AM |
| FRIDAY | TUESDAY – 8AM | WEDNESDAY – 8AM | WEDNESDAY – AFTER 8AM |

V. CLEAR COMMUNICATION REGARDING COMPANIES' OPENNESS TO HIRING INTERNATIONAL STUDENTS:

The CMC will communicate clearly which companies are open to international hiring in support of international students making the best use of their time.