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## Appointment Policies and Procedures

All UT Arlington students and alumni are encouraged to take advantage of the full range of services provided at the Lockheed Martin Career Development Center. We provide a variety of programs and services to support student and alumni success and the pursuit of professional goals. The Lockheed Martin Career Development Center is available to assist students and alumni with the following career-related programs, events, and services:

- Assistance with improving interviewing skills
- Networking and job search tips
- Access to job listings and employer events
- Connection to internship opportunities
- Career exploration and assessment
- Résumé assistance & critiques

Many students participate in the programs and services the Lockheed Martin Career Development Center offers; and because our programs and services are in such high demand, we have developed the following appointment expectations, policies, and procedures for all students and alumni.

### EXPECTATIONS

Students and alumni are expected to represent the Lockheed Martin Career Development Center and UT Arlington in a professional manner. This includes being responsible for setting, keeping, and managing appointments, interviews, events, programs, and/or meetings. We understand that unexpected academic obligations, work/life commitments, and illnesses can affect your schedule. It is professional courtesy to provide plenty of notice if you are not able to attend scheduled commitments. If you have an appointment, interview, event, program, and/or meeting scheduled, please notify the office of any change to your schedule as early as possible. Please read the following policies and procedures thoroughly in order to avoid the loss of the many opportunities available to students through the Lockheed Martin Career Development Center.

### POLICIES AND PROCEDURES

The following procedures have been put in place to protect students, alumni, staff and employers and to enforce appropriate workplace and professional behavior.

### INTERVIEWS

#### **No Show or Late Cancellation for Interviews**

Please arrive professionally dressed for your interview 10 to 15 minutes early. Be prepared by bringing an extra copy of your résumé. Failing to appear for an interview, without previously cancelling, will be deemed a no-show. No-Shows reflect badly, not only on you, but on the University.

#### **If you No-Show for an Interview:**

- Your Handshake account **will** be inactivated.
- To re-activate your account, you **must** meet with one of our Assistant Directors to discuss the repercussions of missing the interview. We will contact you to schedule the appointment.



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### **Late Cancellation for an Interview:**

If you do not cancel your interview by 9:00 am the day **prior** to your interview by calling or emailing the Lockheed Martin Career Development Center (at 817-272-2932 or [careers@uta.edu](mailto:careers@uta.edu)), you are considered a late cancellation. The no-show policies mentioned above will be implemented.

### **APPOINTMENTS, EVENTS, PROGRAMS, and/or MEETINGS**

#### **Cancellation for Appointments, Events, Programs, and/or Meetings**

The Lockheed Martin Career Development Center requests that students and alumni contact the office at 817-272-2932 to cancel scheduled appointments, events, programs, and/or meetings **at least** 24 hours in advance of your scheduled commitment.

#### **Late Arrival for Appointments, Events, Programs, and/or Meetings**

*(Late for an appointment, event, program, and/or meeting by 10 minutes or more):*

The time allotted for your appointments, events, programs, and/or meetings is to ensure there is sufficient time to assist students and alumni with their career needs. Arriving 10 minutes late, or more, without calling to notify the office at 817-272-2932 of your tardiness, **will** result in forfeiture of your appointment, event, program, and/or meeting.

*(Late for an appointment, event, program, and/or meeting by less than 10 minutes):*

To minimize disruption for fellow students and at the discretion of the person(s) you have an appointment, event, program, and/or meeting with; if you arrive less than 10 minutes late after your scheduled commitment, it will reduce your scheduled time by the number of minutes you arrive late.

#### **No Show for Appointments, Events, Programs, and/or Meetings**

A no-show is when a student fails to show for a scheduled commitment or reserves space that another UT Arlington student could have taken to participate in an appointment, event, program, and/or meeting. Failing to show for a commitment, for which you voluntarily sign up, places a poor perception on the professionalism of UT Arlington students, alumni, and Lockheed Martin Career Development staff. It is unacceptable for students to no-show for appointments, events, programs, and/or meetings.

### **LEAVING A VOICE MAIL**

If you are not successful in reaching an actual person when you contact the Lockheed Martin Career Development Center by telephone or email, please make sure to provide the following information in your voice mail or email:

- Name
- 1000# or Student ID
- Phone number to return your call
- Reason for your call