Career Services Policy Statement

The University of Michigan-Flint Academic Advising and Career Center (AACC) via Career Connection offers University of Michigan-Flint students and alumni online access to job and internship postings, on-campus interviews, employer information sessions, workshops and job/graduate school fairs. Frequent and ethical use of this system will be an asset in your job search and will ensure fair use for all that utilize the system. Therefore, the AACC has set forth the following policies:

I. Falsification of Information Policy
Career Connection functions best when integrity within the system is ensured. Just as members of the University community ensure academic integrity by upholding academic conduct policies, Career Connection users share responsibility to maintain system integrity by agreeing to represent themselves accurately to potential employers. Those who deliberately falsify documents (e.g., resumes, cover letters, etc.) or misrepresent personal information will be blocked from using services and will be required to meet with the Director or Assistant Director in the AACC. An appointment may be made by calling (810) 762-3085. First-time offenders may have on-campus interviewing privileges rescinded for the remainder of the semester. Repeat offenders will have on-campus interviewing privileges revoked for the remainder of the academic year. Not only is it unethical and unacceptable to misrepresent yourself when applying or interviewing for internships/jobs, employers have the right to terminate your employment or withdraw an offer for misrepresentation.

II. Resume and Cover Letter Policy
In an effort to help students succeed and to ensure quality within the system, your initial resume must be critiqued and accepted by an advisor before you may apply to any positions within the Career Connection system. Although most applicants invest a good deal of time and effort developing high quality documents, occasionally we see resumes or cover letters that fail to meet employers' baseline expectations. In such instances, we reserve the right to require revisions and resubmission of the resume for acceptance. You can find the established resume minimum standards on your Career Connection homepage. Please keep in mind that employers' decisions to recruit through the AACC are influenced by the quality of students' application materials and interview performance. It is in everyone's best interest that we strive to ensure the high quality reputation of the University of Michigan-Flint.

III. Interview Cancellation and No-Show Policy
The AACC uses the following guidelines when determining penalties for late cancellations and no-shows. These guidelines are in place to encourage system users to pursue only those employers of genuine interest. The AACC strongly advises that you research an organization when deciding to apply and before scheduling an interview. This enables you to make an informed choice before scheduling an interview and thus avoid unnecessary cancellations. When an individual cancels their interview after the end date, or fails to attend a scheduled interview, another interested candidate misses the opportunity to take their spot. The employer also misses the opportunity to have a full and productive interview schedule. Employers have noted that late cancellations and no-shows reflect poorly on the individual, the University, and may impact upon their commitment to recruit at the University of Michigan-Flint now and in the future.

A. Canceling a scheduled interview before the end date
Once you have been assigned an interview slot, you must cancel at least 48 hours prior to the interview date. To cancel you must call The AACC at (810) 762-3085 during regular business hours. You are strongly encouraged to make responsible and courteous choices when canceling

scheduled interviews. Effective planning on your part benefits fellow system users. If you know you will need to cancel an interview, please do so at the earliest time possible to allow another interested student (or employer selected alternate candidate) time to sign up and prepare for an interview.

B. Canceling a scheduled interview after the end date
These are considered late cancellations. You must call The AACC at (810) 762-3085 during business hours to cancel your interview. **Individuals who make three or more late cancellations within one academic year will be blocked from using Career Connection services.** To regain access, an appointment with the AACC Director or Assistant Director must be made by calling (810) 762-3085 during business hours or by visiting The AACC. These appointments are conducted in person only and will not be offered via telephone or e-mail.

C. Failing to attend a scheduled interview
If you do not participate in a scheduled interview and you do not notify the AACC of your cancellation prior to the interview, or if you fail to check-in for the interview, you will be considered a no-show.

- First No-Show:
  Individuals who no-show for an interview will have a block placed on their Career Connection account which means you cannot apply to jobs or sign-up for campus interviews. To regain access, the student must email or mail a written apology to the employer. A copy of this apology must also be sent to The AACC via email (careers@umflint.edu) or a printed copy delivered to our office (285 UPAV).

  Apologies should address why you missed the interview, your sincere apology (e.g. wasting an employer's valuable time and preventing another UM-Flint student from interviewing, leaving a negative impression on UM-Flint as a whole, etc.). It is imperative to use a professional tone and correct grammar. Typos are unacceptable.

  The block on a student's account will be removed within two business days of receipt of your apology. Apologies that do not meet above standards will be rejected and account block will remain until an acceptable apology letter has been submitted.

- Additional No-Show:
  Students who experience more than one no-show in an academic year will be blocked from using Career Connection services for the remainder of the academic year.