

Recruitment Policy Statement

This recruitment policy has been developed with several underlying considerations and guidelines in mind:

- that The Academic Advising and Career Center schedules only bonafide employers* or those representing specific bonafide employers with actual or anticipated job openings and higher education/professional school representatives, to recruit or hold information sessions on campus. Bonafide employers are defined as legally constituted or chartered organizations or employers, e.g., businesses, companies, governmental agencies, educational systems, organizations with Articles of Incorporation on file in any state, private corporation, organizations required to file federal income tax returns, or organizations chartered by a government entity. Those representing specific bonafide employers are defined as established third party recruiting services contacted by a specific organization to provide candidate referrals without a charge to the candidates.

*The term “bonafide employer” is used throughout this document to include organizations recruiting students and alumni/ae for employment and for higher education institutions conducting admissions recruitment; the standards of these guidelines will be applied equally to both groups.

- that bonafide employers and those representing bonafide employers must comply with all applicable federal and state laws and executive orders, including those prohibiting unlawful discrimination and providing for equal employment opportunity. According to University of Michigan regental guidelines “no career planning and placement services will be made available to any company or organization which, in its recruitment or employment practices, is in violation of laws against discrimination. Likewise, no career services will be made available to any company or organization that does not support equal employment opportunity.” (Regents of the University of Michigan, December, 1977)

- that all bonafide employers and those representing bonafide employers are familiar and comply with National Association of Colleges and Employers Principles for Professional Conduct for Career Services and Employment Professionals (see NACE Guidelines, August, 1998), University of Michigan regental policy regarding recruitment activity (see above), and general ethical employment practices.

In turn, The Academic Advising and Career Center will accept its professional obligation to expose students to their employment options and foster an environment of free choice in employment decisions. An organization’s presence on campus will not represent University endorsement of the organization, its products, services, or mission. More specifically, the following will apply:

- in order to verify that recruiting organizations are bonafide employers representing real jobs or academic opportunities and that they pledge their support to equal opportunity employment or admission, any organization recruiting on campus will be required to sign the following statement in advance of the recruiting visit:

For hiring organization:

_____ (hiring organization) hereby affirms that we are a bonafide employer representing real and/or anticipated openings; that we comply with applicable federal and state laws and executive orders, including those prohibiting unlawful discrimination; that we have resolved any previous violations found by a court of law; and that we are an equal opportunity employer.

For third party agency:

_____ (third party agency) hereby affirms that to the best of our knowledge our client is a bonafide employer representing real and/or anticipated openings; that they comply with applicable federal and state laws and executive orders, including those prohibiting unlawful discrimination; that they have resolved any previous violations found by a court of law; and that they are an equal opportunity employer.

In addition we affirm that disclosure of candidate information will be to the specific client organization identified below only; That disclosure will be exclusively for job placement purposes; that prior written consent from the candidate will be obtained prior to redisclosure; and that no fee will be charged to the candidate at any time throughout the employment process for this or any other position we represent.

We are utilizing The Academic Advising and Career Center services to hire for _____ (client) and will only represent that organization during this visit.

For hiring organization and third party agency:

We are familiar with and ascribe to the professional and ethical standards of the placement profession and to relevant University of Michigan recruitment policy.

Signing of this statement indicates compliance with legal and University policy obligations. It relieves The Academic Advising and Career Center of the undue administrative burden of investigating each employer wishing to recruit on campus.

- The Academic Advising and Career Center reserves the right to review any employer wishing to recruit on campus, prior to or after scheduling, based on an inquiry, complaint, or concern from The Academic Advising and Career Center or its constituents. Constituents include students, faculty, staff, or other relevant concerned parties. The Academic Advising and Career Center will investigate any allegation that an employer or employer representative has violated University policies, ethical or professional standards, or federal or state law.

- According to regental guidelines, violation of University policies regarding career planning and placement services could lead to “the withdrawal of The Career Center services from the prospective employer who is not in compliance with it.” (Regents of the University of Michigan, December 1977)
- The Academic Advising and Career Center will not make judgments regarding the products, services, or mission of a bonafide employer. These concerns are subject to personal judgment and values and better left to the discretion of the individual job searcher.
- The Academic Advising and Career Center will make these guidelines available to employers and students through relevant publications and on request.
- Any exceptions to The Academic Advising and Career Center policy will be evaluated case by case.

Complaints

Complaints about a participating recruiting organization should be brought to the attention of the Director of the Academic Advising and Career Center. The Director should attempt to meet with the complaining party.

The Director should investigate the complaint, consult with other University officials as necessary, and determine the appropriate course of action. If, based on a complaint, The Academic Advising and Career Center contemplates terminating participation, the organization should be given the opportunity to respond to the complaint.

The Academic Advising and Career Center reserves the right to terminate or refuse the participation of any organization in Academic Advising and Career Center activities.

***A candidate fee is an exception and will be evaluated case by case.*