



MEMO TO: Recruiter/Recruiting Agency

FROM: Julia Barlow-Sherlock, Director
CMU Career Services

RE: Third Party Employment Services - Working Agreement

Procedure for Third Party Organization to Utilize Career Services:

The Career Services department of Central Michigan University operates by the principles and guidelines of the National Association of Colleges and Employers (NACE). Complete the attached *Third Party Contract* regarding your organization. Sign, date, and fax this agreement to CMU Career Services at 989-774-6608.

This only needs to be filled out once, per representative from the recruiting organization, and will be kept on file confidentially. An eRecruiting (Experience) account will then be created for the representative under the name of the third-party organization.

eRecruiting is the electronic recruitment tool that Central Michigan University Career Services utilizes for most recruitment activities. CMU students and alumnae request access then create profiles and upload résumés, cover letters, writing samples, etc. needed in the application process, by employers.

Employers also have access to eRecruiting. Through this electronic system, employers can:

- 1) Create their organizations' profile for interested applicants to review
- 2) Post pre-professional (internships and co-ops) and professional career opportunities *
- 3) Search the student/alumni database for potential candidates based on a desired skill set **
- 4) Market on- and off-campus recruitment events, such as informational sessions
- 5) Schedule and manage on-campus interview schedules
- 6) Register for any or all of our Career Fairs ***

* Central Michigan University Career Services reserves the right of requiring a third-party organization to release the name of the organization in which they are recruiting for.

** Filtering items cannot be discriminatory and must abide by all NACE regulations (Examples may include: degree, major, minor, grade point average, graduation date).

*** You may register for any/all of our career fairs through the online registration module found on our homepage at www.careers.cmich.edu.

As a follow-up to your contact with Central Michigan University's Career Services office, and as a condition of utilizing its services, you are asked to provide the following information and sign this working agreement; all requested information must be provided. To the extent allowed by law, confidentiality regarding disclosure of the identity of the employer client will be maintained by Career Services throughout the process.



THIRD-PARTY EMPLOYMENT SERVICE INFORMATION

Name of Organization _____

Contact Name _____

Title _____

Address _____

City, State, Zip _____

Phone Number(s) _____

Email Address _____

It is understood that the following conditions must be fulfilled in order for our company to utilize the services of the Central Michigan University Career Services Office:

- 1) No fees will be charged to the candidate at any time throughout the employment process for this or any other position which involves use of Career Services.
- 2) This position will be filled in full compliance with applicable state and federal civil rights laws.
- 3) This third-party employment service has obtained all necessary licenses and permits to operate in the State of Michigan.
- 4) Central Michigan University Career Services reserves the right of requiring a third-party organization to release the name of the organization in which they are recruiting for and all information submitted.
- 5) I agree to abide by the policies and procedures of the Central Michigan University Career Services Office.

It is further understood that my lack of compliance with the listed conditions will result in the suspension and/or discontinuation of Central Michigan University Career Services to me and/or all other representatives of my company.

Signature

Date

Printed Name

Title