

**University of Michigan
College of Engineering
Engineering Career Resource Center**

Job Search Code of Ethics

Please read this page carefully. It states the policy for use of HireME our online recruiting system powered by CSO/Interfase. If you do not accept the terms stated here, do not use this website. By using the website you are indicating your acceptance of the terms of the Job Search Code of Ethics.

User Eligibility: Employer contact information included in HireME is provided for the use of University of Michigan College of Engineering and all Computer Science students at the Ann Arbor campus. Employer representatives expect that any correspondence (e.g., e-mail messages, telephone inquiries) will only be from engineering and computer science applicants who are enrolled at the Ann Arbor campus. Maintain the confidentiality of your password access and use caution and common sense when using the website.

Falsification of Data: Providing inaccurate information in order to meet the eligibility requirements for a specific company schedule is inappropriate. Citizenship status, grade point average, graduation dates and major are to be accurately reported. Insure that your HireME registration information, profile and resume are consistent with information contained in your university transcript. If you do not meet the requirements that the employer has specified, you may submit your resume and cover letter by using the employer directory within HireME. Students who falsify information in the system will not only be removed from interview schedules, but will be blocked from the system for the remainder of the current recruiting season and/or for the following recruiting season. Any further violation will result in permanent removal from the ECRC on-line system.

Interview Cancellation and No-Show: Interviewing on campus is a privilege granted to you by employers who have provided their staff, financial resources, and time to meet you at your convenience. Only request interviews for positions that seriously interest you. If you find that you must cancel an interview, then you are required to abide by the following ECRC policy.

- **Cancellation:** To cancel an interview, access HireME to cancel your interview timeslot. If you are unable to cancel your interview via HireME, please contact the ECRC immediately to avoid late cancellation or no-show consequences.
- **Late Cancellation:** Cancelled appointment two (2) business days or less before interview date. Inability to keep appointment due to an unforeseen occurrence, such as a serious illness or death.
- **No-Show:** Not showing up or contacting our office to cancel the interview. This is unprofessional and discourteous conduct.

Late Cancellation or No-show - Two (2) Business Days or less Before Interview

Send an apology via email or letter to the recruiter explaining the circumstances that caused you to cancel or miss your interview within three (3) business days and bring in a copy to the Engineering Career Resource Center in 230 Chrysler Center, N. Campus or e-mail ecrc-info@umich.edu. Failure to send an apology to the recruiter and give a copy to the ECRC will result in a suspension of your HireME privileges. The recruiter's address may be obtained from HireME or the Recruiters Business Card binder in the ECRC office.

Second Late Cancellation or No-Show

Interview appointments must be kept to maintain integrity and professional conduct. A Late Cancellation or a No-Show for an interview is taken very seriously; therefore, a second violation of this policy within any recruiting season will result in the **suspension** of your HireME account.

You must send an apology to the recruiter within three (3) business days, copy the ECRC at ecrc-info@umich.edu and meet with the Director of the ECRC or his/her designee.

Note: When a student is blocked from further use of the system, the student is still responsible for attending all previously scheduled interview appointments.

On-campus interviewing is very competitive and highly sought after by all students. It is a privilege and not a right. A wasted interview slot represents a lost opportunity for another student and an enormous loss for the employer. Additionally, it reflects very poorly on the University of Michigan, which in turn, reflects poorly on you. *Show that you are a person of integrity who keeps commitments.*

Offers and Acceptance of employment: We strongly encourage students to inform the ECRC of offers and acceptances of employment. Once an offer has been accepted, discontinue campus interviews and cancel any remaining interviews in accordance with the cancellation policy stated above. Students should also make every effort to avoid renegeing on job offers. Gather information, ask plenty of questions, anticipate other offers, determine your career goals and needs, meet with an ECRC advisor, requests an extension on the deadline, all in an attempt to make an informed decision regarding an offer of employment. Once that commitment is made, renegeing on an offer has a very negative impact. It not only tarnishes your reputation but also damages the reputation of Michigan Engineers. Building a campus presence, identifying suitable candidates and participating in campus recruiting are time-consuming and expensive undertakings for employing organizations. Take seriously your offers and plan to honor your commitments.