Policies Regarding Employer Use of Facilities

Safety Protocol

Currently, face masks are not required inside Capital Area Michigan Works! American Job Centers, however, masks are available for those who need/want one. Hand sanitizers and disinfecting wipes are readily available. A clear plastic barrier for your table may be available upon request.

Marketing Events that Welcome Walk ins

Employers requesting to use space at Capital Area Michigan Works! to recruit candidates must have an active account on www.mitalent.org with at least one active local (Clinton, Eaton, or Ingham County) job posting.

Your marketing efforts prior to the event will be critical. Our employer advertising guide may be helpful, https://www.camw.org/employers/advertising-guide-employers.

In order for Capital Area Michigan Works! to consider marketing your event, please provide a minimum of 14 calendar days' notice. Please let us know if you would like to use our template for your flyer. If you prefer to customize your own flyer, please include:

- The specific Pure Michigan Talent Connect (www.mitalent.org) job code number(s) for the position(s) related to your event.
- Your company's equal opportunity statement.
- Proper representation of our organization name, which is Capital Area Michigan Works! (that includes the exclamation point),

Use of the CAMW! logo on your company's flyers is **not permitted**. Please provide us with the draft of the flyer for approval prior to distribution.

Capital Area Michigan Works! is providing an opportunity for recruiters to meet potential employees. We cannot guarantee attendance nor qualifications of attendees. It is the sole responsibility of the recruiter to do all the appropriate checks prior to hiring an applicant.

Photos

Your completion of the request form grants permission for Capital Area Michigan Works! and/or media outlets (electronic, print, broadcast, etc.) to utilize your name, title, and name of company/organization in an interview, photograph, and/or video media.

No photos/videos are to be taken at Capital Area Michigan Works! without permission from the Capital Area Michigan Works! marketing department. Even when permission has been granted to take photos/videos, do not capture images of customers faces unless the customers first sign a media release. To share approved photos on your company's social media, tag Capital Area Michigan Works!, and then our marketing department may share it further.

Upon Arrival/Schedule

Please schedule your event so that someone from your company is present during the entire time (i.e. do not leave for lunch without a replacement).

Cancellations received at least 48 hours in advance will be allowed to reschedule.

Please arrive promptly before your scheduled event. If something delays your prompt arrival, please call your Capital Area Michigan Works! Business Services Team member.

If you borrow a visitor name badge, be sure to return the visitor's name badge before you leave to avoid a replacement fee of $20 per name badge.

Companies/organizations that want to reserve space at Capital Area Michigan Works! more than two times per month must lease space here. Contact our Chief Financial Officer, znaveed@camw.net or 517-492-5588.

Equal Employment Opportunity (EEO) guidelines must be met
Recruiters are prohibited from making copies of candidates' personal documents until after a conditional offer of employment has been made.

Any pre-employment testing must be specific to the position and meet EEO guidelines (www.EEOC.gov). Some examples follow.

- **ACCEPTABLE:** Offers of employment will be conditional upon successfully passing (Company Name) pre-employment written test, drug test, and criminal background check. Please note that factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.
- **NOT ACCEPTABLE:** You must pass a written test, drug test and criminal background check.
- **ACCEPTABLE:** Please have your unexpired US Passport OR picture ID and Social Security Card OR birth certificate with you in the event you are selected for hire.
- **NOT ACCEPTABLE:** To apply, you must have 2 pieces of ID (an unexpired driver license or ID card and a Social Security card).

Attendees/Guests/Interviewees
For scheduled appointments, go to the lobby at the time of the appointment, and call out the person's name. Then, escort the person to the conference room. When your guests are ready to leave, please escort them back to the lobby. We also ask that you do not leave your guests unattended in the conference room. Limit conversations with job seekers to recruiting. Ask only questions that relate to the qualifications, work history, skills, availability, etc. needed for the position. Do not ask personal questions regarding marital status, parental status, current or most recent income, etc. Physical contact is by handshake only. Avoid approaching customers at the computers. If you do approach them, first obtain their permission (such as "May I tell you about the job openings at our company?").

Anyone attending your event must be escorted by someone from your company to and from your conference room. If arrangements are made ahead of time, Capital Area Michigan Works! staff may be able to assist.

Cell Phones/Noise/Conduct
Please be mindful of others working nearby. Professional conduct is expected at all times. If any of your attendees exhibit unprofessional conduct and/or language, please escort them out of the building immediately.

Food/Beverages
Job seekers are not allowed to have food or beverages in the lobby or conference rooms. Please do not distribute candy, etc.

If you plan to serve food and/or beverages in the conference room, you must make arrangements for catering or bring your own. Capital Area Michigan Works!, however, can supply coffee.

Paper Applications
If you want candidates to complete a paper application at Capital Area Michigan Works!, the application can NOT require candidates to enter a Social Security number, and it can NOT require candidates to enter a date of birth. If your paper application asks candidates whether they have been convicted of a

felony, the question must be followed by an appropriate disclaimer that lets candidates know their conviction will not automatically exclude them from consideration.

Copies/Incidentals
If you need to use the copy machine, fax machine, and/or scanner in the lobby, please let us know. If more than 50 total copies (25 double sided or 50 single sided) are needed, you will be invoiced at the cost of $0.25 per side.

Drug and Urine Tests
Under NO circumstances can drug or urine tests of any kind be conducted at CAMW!

Lost Items
Capital Area Michigan Works! is not responsible for lost or stolen items.

Additional Help During Your Visit
If you have any questions, or need anything during your visit, please call your Capital Area Michigan Works! contact person, either by using your cell phone or by informing staff in the lobby.

Misuse
Failure to abide by the policies above may result in you and/or your company being prohibited from using the resources at Capital Area Michigan Works!.

Upon Leaving
Please be sure to leave the conference room neat and clean. Return tables and chairs to their original positions.
Return your visitor's name badge before you leave to avoid a replacement fee of $20 per name badge.
Please watch your time and make sure that you and your attendees exit the building before 5:00pm.

Business Services
When you have full-time permanent openings with starting wages of at least $17/hour, please let us know. Additional services may be available to assist you with your recruiting.

If you prefer a virtual job fair, the state of Michigan has access to a virtual platform that is available for employers at no cost. Please ask us to share with you that request form.

On the Job Training
Some candidates are eligible for their next qualifying employer to be reimbursed for some of the costs of training them on the job. If you have a full-time permanent opening with starting wages at LEAST $17/hour (and likely to increase shortly after hire) and are willing to train someone on the job, please let us know.

Fidelity Bonds
The State of Michigan offers fidelity bonds, which are business insurance policies against any type of employee theft. Bonding provides an incentive for employers to hire candidates who are qualified and who may be considered high-risk because of factors in their personal backgrounds. The Fidelity Bonding mitigates risk for employers. If you would like more information about Fidelity Bonds, please let us know.

Notice to Education Providers Requesting Space
If an employer with immediate job openings requests the space that has been reserved for you, you will be offered an alternative space, date, or time.