



**Memorandum of Understanding**

This Memorandum of Understanding (MOU) establishes the terms and conditions between all Companies/Agencies seeking to collaborate with the Macomb/St. Clair Michigan Works! for business services.

Macomb/St. Clair Michigan Works! is dedicated to providing support to community employers seeking a skilled workforce. In our efforts, we must maintain compliance of local, state and federal laws. This MOU is provided for the purpose of defining the respective roles and responsibilities for services.

Macomb/St. Clair Michigan Works! may assist employers in the following ways:

▪ Support from our Business Services team	▪ Access to interview and/or hiring event space
▪ Access to the Pure Michigan Talent Connect (PMTC)	▪ Assistance recruiting candidates (when appropriate)
▪ Assistance posting and marketing positions	▪ Connection to community resources
▪ Equal Employment Opportunity(EEO) guidance	▪ Assistance with program documentation

**Companies/Agencies** interested in utilizing *Macomb/St. Clair Michigan Works!* are required to:

▪ Collaborate/communicate with Michigan Works! representative	▪ Follow EEO guidelines
▪ Create PMTC account	▪ Arrive 30 minutes prior to hiring events
▪ Post all positions on the PMTC (separate for each occupation)	▪ Follow Job Fair promotion guidelines
▪ Provide job order status upon filling or reposting position(s)	▪ Complete paperwork in a timely manner

- Administering drug testing on any Macomb/St. Clair Michigan Works! premises is strictly prohibited
- No copies of personal documentation can be made unless a bona fide offer of employment is accepted
- Usage of Macomb/St. Clair Michigan Works! Logo must have approval

This Memorandum of Understanding will be effective immediately.

*In accordance with local, state and federal laws Macomb/St. Clair Michigan Works! reserves the right to update and modify terms of this MOU.*

<b>Company/Agency Name</b>	<b>Company/Agency Representative Name</b>	<b>Representative Phone Number</b>
<b>Company/Agency Address</b>	<b>Representative E-mail Address</b>	
<b>City/State/Zip Code</b>	<b>Company/Agency Website Address</b>	

Please sign verifying you understand and received a copy of this Memorandum of Understanding:

\_\_\_\_\_  
**Company/Agency Representative Signature**                      **Company/Agency Representative Title**                      **Date**

\_\_\_\_\_  
**Michigan Works! Representative Signature**                      **Office Location**                      **Phone Number**                      **Date**

**WHEN WE WORK AS A TEAM, WE BUILD A STRONGER MICHIGAN!**