



## **Whitman, Requardt & Associates, LLP – Third Party / Agency Recruitment Policy**

While it is WRA's preference to source candidates through our internal resources, we do value our relationships with external vendors to assist with some of our recruiting efforts. In those instances, all vendors (aka "recruiters") must have a fully executed vendor agreement dated no earlier than twelve months prior to the date of resume submission and must have been formally invited to recruit for a specific position.

### **Unsolicited Submissions**

WRA will not be liable for any candidate presented to us in an unsolicited manner. In the case of a resume/CV submitted to WRA by a recruiter or agency without a signed agreement in place or without an invitation to recruit, WRA reserves the right to pursue and hire those candidates without any financial obligation or liability to the recruiter or agency.

### **WRA Employee Contact**

All recruiting efforts must be directed to WRA's Talent Acquisition Manager. Directly contacting WRA employees or hiring managers for any reason is strictly prohibited and a violation of WRA's vendor policy. Violating this condition, will result in immediate termination of the vendor agreement and any resume submitted through this manner may be pursued and hired by WRA without liability for a placement fee or payment.

No vendor who has entered into an executed Agreement with WRA, or anyone employed by or otherwise working on behalf of the vendor, shall, during the term of the Agreement and for a period of twelve (12) months after placement of a candidate, or the termination of this Agreement, whichever is later, either directly or indirectly, solicit or recruit any candidate or employee from WRA

### **Candidate Submission**

In order for resume / CV submissions to be considered by WRA, the following conditions must be true:

- A fully executed, valid vendor agreement, executed through WRA's Talent Acquisition department, is in place. Such agreements must have a current WRA Partner's signature. Any verbal communication, or written communication not meeting these criteria, is not binding and WRA will not be liable for a placement fee or payment.
- The vendor must have been invited by WRA to recruit for the specific position.
- The candidate must have given written consent to be presented to WRA. If a resume is submitted to WRA without a candidate's knowledge, WRA may hire the candidate without liability for placement fees or payments.

If you would like to be added to our preferred vendor list, please send an email with your company's information to [careers@wrallp.com](mailto:careers@wrallp.com)

It is the responsibility of the third party/agency/staffing firm to know and adhere to this policy.