



Third-Party Recruiting

All Recruiting Vendors must have a signed VHB 3rd Party Recruiter Agreement from VHB's Talent Acquisition Director to receive payment for a candidate placement. The executed agreement must be in place prior to resumes being submitted to VHB. Candidate introductions, resumes or CV's must only be submitted via VHB's Talent Acquisition team and only if a) a 3rd Party Recruiter Agreement is already in place and b) the agency has received formal instruction from a member of VHB's Talent Acquisition team to submit candidates to a vacancy.

VHB will not pay a fee to a recruiter or agency that does not have a current and signed VHB 3rd Party Recruiter Agreement. Any resume or CV submitted to any employee of VHB without having a VHB 3rd Party Recruiter Agreement in place will be considered property of VHB. VHB will not be held liable to pay a placement fee.

Obtaining a signed 3rd Party Recruiter Agreement from the VHB Talent Acquisition Director is the only way a Recruiting Vendor will be paid. Verbal or written commitments from any other member of the VHB staff will not be considered binding terms.

VHB will not pay a fee to a third-party recruiter or agency that has not coordinated their recruiting activity with the appropriate member of the VHB Talent Acquisition team.

It is the responsibility of all third-party recruiting/supplemental staffing agencies to know this policy.

Unsolicited resumes

All unsolicited resumes sent to VHB will be considered property of VHB.

Any resume submitted to any employee outside of the VHB Talent Acquisition team will be considered property of VHB. VHB will not be held liable to pay a placement fee.

Verbal or written commitments from any other member of the VHB staff will not be considered binding terms.