



### **Third Party Recruiting**

All Recruiting Vendors must have a signed VHB 3<sup>rd</sup> Party Recruiter Agreement from the VHB Recruiting Team to receive payment for a candidate placement. The agreement must be dated no earlier than one year previous to the date of resume submission. Candidate introductions resumes or CV's must only be submitted via VHB's Talent Acquisition team and only if a) a 3<sup>rd</sup> Party Recruiter Agreement is already in place and b) the agency has received a 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 signed VHB 3<sup>rd</sup> Party Recruiter Agreement. Any resume or CV submitted to any employee of VHB without having a VHB 3<sup>rd</sup> 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 3<sup>rd</sup> Party Recruiter Agreement from the Talent Acquisition team 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 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.