

# WILLKIE FARR & GALLAGHER<sub>LLP</sub>

## **Willkie Farr & Gallagher LLP Staff Professional Recruiting Guidelines for Placement Agents/Search Firms**

1. You must have a signed Placement Compensation Agreement in order to submit candidates to Willkie Farr & Gallagher LLP. Please contact Michelle Del Valle or Yulia Huertas to request a copy of the Agreement. Willkie has no obligation to work with you and we may opt not to sign the Agreement.
2. All submissions must be made through the Recruiting Department's portal, the link to which will be provided to you upon execution of a Placement Compensation Agreement. Submissions should not be made through individual attorneys, staff, or anyone else at the Firm.
3. Search firms are only permitted to submit candidates for Available Positions. For a listing of our Available Positions, please contact Michelle Del Valle or Yulia Huertas.
4. If you have a strong candidate whose experience and qualifications do not match any Available Positions, you may send the Human Resources Department an email summarizing the candidate's credentials and experience without disclosing the candidate's identity. The Human Resources Department will contact you if interested in seeing the candidate's resume, transcript and other pertinent documents.
5. A Placement Firm must obtain consent of the applicant and provide background as to whether the candidate has applied to our Firm previously prior to submitting the candidate's resume, transcript and other pertinent documents.
6. Our Placement Compensation Agreements were updated on September 2023. If you previously had a Placement Compensation Agreement with the Firm that predates this date, it is no longer valid. Please reach out to Michelle Del Valle or Yulia Huertas about getting a new agreement in place.
7. Any candidates submitted in violation of these guidelines will be treated as unauthorized submissions and the hiring of any such candidates by Willkie will not entitle the submitting recruiter to payment for any placement under any circumstances.