



# Employment Agency Policy

## I. Purpose

This policy is to outline the conditions under which Einstein will do business with employment agencies.

## II. Scope

This policy applies to all Einstein potential employment vendors and prospective employees.

## III. Policy

Einstein does not accept resumes from employment agencies unless:

- A signed agreement exists between the employment agency and Albert Einstein College of Medicine; and,
- Human Resources Department has authorized the employment agency to submit a resume for a specific position.

If an employment agency submits unsolicited resumes, Albert Einstein College of Medicine is not obligated to pay a fee if a candidate from an unsolicited resume is hired.

Any unsolicited candidate information disclosed to Albert Einstein College of Medicine by an employment agency may be used by Albert Einstein College of Medicine in whatever manner it deems appropriate without compensation to the employment agency. In addition, absent a signed agreement between Albert Einstein College of Medicine and an employment agency, the opening of an unsolicited e-mail or any other communication and/or response to any such communication will not obligate the payment of any fee from Albert Einstein College of Medicine to the employment agency.

If your agency is interested in being considered for Albert Einstein College of Medicine's Approved Employment Agency Vendor list, please email the following information to [careers@einsteinmed.edu](mailto:careers@einsteinmed.edu):

- Agency name
- Contact information
- Location
- Agency references
- Area of specialization and a description of products and services, especially those that differentiate your organization.

Albert Einstein College of Medicine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

#### **IV. Definitions**

None.

#### **V. Effective Date**

Effective as of: 25 February 2016.

#### **VI. Policy Management and Responsibilities**

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Vice President for Human Resources and Diversity is the Responsible Officer for the management of this policy.

#### **VII. Approved (or Revised)**



Responsible Executive

**Ted M. Shivers**

**Associate Dean for Finance and Administration**

21 Feb '18  
Date