

Willkie Farr & Gallagher LLP Lateral Associate Recruiting

Guidelines for Placement Agents/Search Firms

1. The Recruiting Department contact for Washington, DC is Ms. Gail McGinley who can be reached at gmcginley@willkie.com. The Recruiting Department contact for NY and any other office other than Washington, DC is Ms. Christie Bonasera who can be reached at cbonasera@willkie.com.
2. You must have a signed Placement Compensation Agreement in order to submit candidates to Willkie Farr & Gallagher LLP. Please contact Gail McGinley or Christie Bonasera to request a copy of the Agreement. Willkie has no obligation to work with you and we may opt not to sign the Agreement.
3. All contacts with the Firm must be made through the Recruiting Department.
4. Search firms are only permitted to submit candidates for Available Positions. For a listing of our Available Positions, please contact Gail McGinley or Christie Bonasera.
5. If you have a strong candidate whose experience and qualifications do not match any Available Positions, you may send the Recruiting Department an email summarizing the candidate's credentials and experience without disclosing the candidate's identity. The Recruiting Department will contact you if they would like to see the candidate's resume, transcript and other pertinent documents.
6. A Placement Firm must obtain consent of the applicant and provide history as to whether the candidate has applied to our Firm previously prior to submitting the candidate's resume and transcript.
7. Our Placement Compensation Agreements were updated in January 2013. If you previously had a Placement Compensation Agreement with the Firm that predates January 2013, it is no longer valid. Please reach out to Ms. McGinley or Ms. Bonasera about getting a new agreement in place.