

Willkie Farr & Gallagher LLP Lateral Associate 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 Lesley Stumphauzer (New York, DC and California Candidates), Tiffany Piccirilli (Chicago and Houston Associate Candidates) or Susan Harlow (Partners/Counsel Candidates) 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 which will be provided to you upon execution of a Placement Compensation Agreement, and not to individual attorneys 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 Lesley Stumphauzer, Tiffany Piccirilli or Susan Harlow.
4. 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 the Department would like to see 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 and transcript.
6. Our Placement Compensation Agreements were updated in February 2020. If you previously had a Placement Compensation Agreement with the Firm that predates this date, it is no longer valid. Please reach out to Ms. Stumphauzer, Ms. Piccirilli or Ms. Harlow 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.