

## **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 Christie Bonasera (New York, Palo Alto, San Francisco, Los Angeles Associate Candidates), Tiffany Piccirilli (Houston Associate Candidates), Jeanine Thomas (Washington, DC 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 contacts with the Firm must be made through the Recruiting Department.
3. Search firms are only permitted to submit candidates for Available Positions. For a listing of our Available Positions, please contact Christie Bonasera, Tiffany Piccirilli, Jeanine Thomas 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 they 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 history 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 If you previously had a Placement Compensation Agreement with the Firm that predates this date, it is no longer valid.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. Bonasera, Ms. Piccirilli, Ms. Thomas or Ms. Harlow about getting a new agreement in place.