



Yeshiva University

EMPLOYMENT AGENCY POLICY

Thank you for your interest in Yeshiva University. To better meet our hiring needs and ensure clarity in our business transactions with external vendors, we have adopted the following employment agency policy. It is important that you read this policy before contacting us.

We do not accept resumes from agencies unless:

- I. there is a signed agreement between the agency and Yeshiva University is in place, and
- II. our Human Resources department has authorized the agency to submit a resume for a specific position.

If an agency submits unsolicited resumes, Yeshiva University is not obligated to pay a fee if we hire from these unsolicited resumes.

Any unsolicited candidate information disclosed to Yeshiva University by an agency may be used by Yeshiva University in whatever manner it deems appropriate without compensation to the agency. In addition, if there is no signed agreement between Yeshiva University and an agency, the opening of an unsolicited e-mail or any other communication and/or Yeshiva University's response to any such communication will not obligate Yeshiva University to the agency in any way or require the payment of a fee in connection with any resume received by Yeshiva University.

If your agency is interested in being considered for Yeshiva University's Approved Employment Agency Vendor list, please email the following information to careers@yu.edu:

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

Thank you for your cooperation.

HR Service Department
Yeshiva University