

## Third-Party Recruiter Form

If you would like to be considered as a future recruitment vendor of Elevance, please complete and return this form to [recruiters@elevance.com](mailto:recruiters@elevance.com). Please note that providing the information below only qualifies you as a potential future vendor. Until a contract is signed, you are not an approved vendor.

Job openings are listed on the Careers section of our website; please do not submit resumes via email address or this form. We do not accept any unsolicited resumes and/or profiles of any types from vendors. Sales pitches, profiles or resumes sent to this e-mail address will not be routed for review.

We are an equal opportunity employer.

### Elevance Policy for Third-Party Recruiters

All vendors must have a fully executed, signed vendor agreement/contract to receive payment for your placement. The agreement must be dated no later than one year previous to the date of resume submission.

Elevance does not accept unsolicited resumes or profiles of any type and will not pay a fee to a recruiter that does not have a fully executed signed vendor contract/agreement. Any resume or profile submitted to any employee of Elevance without having fully executed signed vendor contract/agreement in place will be considered property of Elevance, and Elevance will not be held liable to pay a placement fee.

Executing a mutually agreed to, signed vendor contract/agreement is the only way you will be paid. Verbal commitments from any member of the Elevance staff will not be considered binding terms.

Elevance will not pay a fee to a third-party recruiter that has not coordinated its recruiting activity with the appropriate member of the corporate recruiting team.

It is the responsibility of all third-party recruiting/supplemental staffing agencies to know this policy.

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**COMPANY NAME**

**CONTACT NAME**

**CONTACT EMAIL**

**CONTACT PHONE**

**OFFICE LOCATION**

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**1. How long has your company been in business?**

**2. How large is your organization?**

**3. Explain your recruiting process. How long does it typically take you to fill a role from the time the agreement is signed?**

**4. Will my position be worked on by a team (client manager, recruiters, sourcers, etc.) or one person?**

**5. If it is a team environment, what is the average length of experience for team members?**

**6. Does your company specialize in any certain industries? If so, which ones?**

**7. How many clients do you have?**

**8. How many clients do you have in the chemicals industry?**

**9. When you take on a new client, is a “no poach” clause part of your agreement? If so, for how long?**

**10. Name the companies you are unable to hire from in the chemical or related industry.**

**11. Name any other companies from which you are unable to hire.**

12. Please provide three business references in the industry if possible.

13. Describe one of your toughest placement challenges.

14. What are your rates? Are they negotiable?

15. How do you guarantee satisfaction?

16. Describe what you expect from the ideal client.

17. Why is your company different/better than others?

18. Please provide a copy of your standard agreement if you have one.