



ENGINEERING, REIMAGINED

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## THIRD-PARTY RECRUITING POLICY

As KLJ continues to grow, there may be opportunities for third-party recruiters to partner with our KLJ Human Resources team.

KLJ requires all third-party recruiters communicate exclusively with our Recruitment Manager. In addition, KLJ does not accept unsolicited names or resumes of any candidate.

If you are third-party recruiter and are interested in potential partnerships, please reach out via email at: [careers@kljeng.com](mailto:careers@kljeng.com). Please note that communication to this email only qualifies your company as a potential vendor and does not qualify you as an approved vendor.

To become an approved vendor, the third-party recruiter must sign an agreement with KLJ. The agreement will be effective for one year unless renewed by KLJ. A third-party recruiter will not receive payment for an attempted placement unless the vendor is under contract with KLJ.

It is the responsibility of the third-party recruiter to review this policy and abide by this policy.