



## **Recruitment Policy Notice to External Staffing Agencies, Placement Services, and Professional Recruiters**

Dallas County MHMR, doing business as Metrocare ("METROCARE"), along with its affiliates and subsidiaries, maintains an internal recruiting department. On occasion, this internal capability may be complemented by assistance from temporary staffing agencies, placement services, and professional recruiters (collectively referred to as "Recruiters"). Recruiters are explicitly instructed not to directly contact Metrocare employees for presenting candidates. All candidate presentations must be made by METROCARE's recruiting team or other authorized Metrocare personnel to hiring managers.

### **Submission of Resumes:**

To ensure the best interests of all parties involved, Metrocare will only accept resumes directly from candidates. Unsolicited resumes from any other source, including those sent to a Metrocare mailing address, fax machine, email address, directly to Metrocare employees, or to Metrocare's resume database, will be considered the property of Metrocare. Metrocare will not pay any fees for placements resulting from unsolicited resumes. Candidates submitted through unsolicited resumes by Recruiters will be considered as referred by the Recruiters, free of any charges or fees.

### **Submission Process for Recruiting/Staffing Agencies:**

Recruiters must obtain advance written approval from Metrocare's Recruiting Leader before submitting resumes. This submission must be done in conjunction with a valid, fully executed contract and in response to a specific job opening. Metrocare will not pay fees to Recruiters without such an agreement in place.

### **Contracting Interest:**

Recruiting/Staffing Agencies who are interested in contracting with Metrocare are invited to express their interest by emailing [recruiting@metrocareservices.org](mailto:recruiting@metrocareservices.org). Metrocare will only consider contractual agreements with entities that have received approval in advance and have such agreements in place.