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Policy Statement

Notice to Staffing Agencies, Placement Services, and Professional Recruiters

Galloway has an internal recruiting team. We may supplement that internal capacity from time to time with assistance from temporary staffing agencies, placement services, and professional recruiters. Agencies, placement services, and external recruiters are directed NOT to contact Galloway team members directly in an attempt to present candidates – Galloway’s recruiting team must present ALL candidates to our hiring managers.

Galloway will not accept unsolicited resumes from any source other than directly from an applicant. Any unsolicited resumes sent to Galloway, including unsolicited resumes sent to a Galloway office mailing address or email address, directly to Galloway team members, or through our job posting portal will be considered Galloway property. Galloway will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. Galloway will consider any applicant that has submitted an unsolicited resume to have been referred free of any charges or fees.

Agencies, placement services, and external recruiters must obtain advanced written approval from Galloway’s Director of People & Employee Experience to submit resumes, and only in conjunction with a valid fully executed contract for service and in response to a specific job opening. Galloway will not pay a fee to any agencies, placement services, or external recruiters that do not have such an agreement in place.

Agency, placement services, or external recruiter agreements will only be valid if in writing and signed by Galloway’s Director of People & Employee Experience. No other Galloway team members are authorized to bind Galloway to any agreement regarding the placement of candidates by agencies, placement services, or external recruiters. Galloway specifically rejects and denies any liability under any agreement purporting to be accepted based on negative consent, negotiation with a candidate, performance, or any means other than the signature of Galloway’s Director of People & Employee Experience.

If you would like to be considered for a future agency, retained search firm, and/or independent recruiter partner of Galloway send an email to Galloway talent acquisition, www.info@Gallowayus.com.