



**First Merchants Bank**  
*Helping you prosper*

## UNSOLICITED RESUME POLICY

First Merchants Bank (“FMB”) employs an internal Talent Acquisition department. FMB may choose to supplement that internal capability with assistance from temporary staffing agencies, placement services, and/or recruiting agencies (“Agency”). **Agencies are hereby specifically directed NOT to contact FMB employees directly in an attempt to present candidates; FMB’s Talent Acquisition team must present ALL candidates to hiring managers.**

To protect the interests of all parties, First Merchants Bank will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to FMB, including unsolicited resumes sent to a FMB mailing address, fax machine or email address, directly to FMB employees, or to FMB’s resume database will be considered property of First Merchants Bank. FMB will **NOT** pay a fee for any placement resulting from the receipt of an unsolicited resume. **FMB will consider any candidate for whom an Agency has submitted an unsolicited resume to have been referred by the Agency free of any charges or fees. This also includes partial resumes, candidate profiles, and candidate details or information.**

Agency must obtain advance written approval from FMB’s Talent Acquisition team to submit resumes, and then only in conjunction with a valid fully-executed contract for service and in response to a specific job opening. **FMB will not pay a fee to any Agency that does not have such agreement in place prior to receipt of candidates.**

Agency agreements will only be valid if in writing and signed by the Director, Talent Acquisition or his or her designee. No other First Merchants Bank employee is authorized to bind FMB to any agreement regarding the placement of candidates by Agencies. **FMB 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 a FMB representative.**