

The Center for Blood Research Employment Agency Procedure

Thank you for your interest in The Center for Blood Research, Inc. To better meet our hiring needs, and to best use time to our advantage and yours, we have adopted the following procedure for using recruitment agencies.

- ❑ **A Human Resources representative will contact your agency only when we wish to work with you on a specific position.** Company literature outlining the services provided and fee structure should be sent directly to Paula Cloghessy in Human Resources.
- ❑ CBR will not accept any resumes submitted by employment agencies without prior agreement. You may only submit resumes if we have agreed to work with you as part of a specific search. **Please do not submit unsolicited resumes to Human Resources without prior approval.**
- ❑ **Please do not contact hiring managers directly.** All inquiries should be directed to the designated Human Resources staff member. Managers are instructed not to accept calls from agencies.
- ❑ **If this procedure is not followed, CBR will reevaluate the decision to work with your agency.**
- ❑ **This procedure also applies to our for profit subsidiary, CBR Laboratories, Inc.**

For questions regarding this process, open requisitions or recruitment matters, please contact Paula Cloghessy, Employment and Immigration Manager, at cloghessy@cbr.med.harvard.edu.

Company literature should be mailed to:

Paula Cloghessy
The Center for Blood Research, Inc.
800 Huntington Avenue
Boston, MA 02115

We thank you in advance for your cooperation!