



## External Staffing Agencies

Thank you for your interest in becoming a TLX Technologies staffing vendor. TLX maintains a vendor list from which to draw external recruiting resources that may be needed to work on specific positions at specific times. These staffing vendors are a valued supplement to our internal staffing team's efforts in filling searches. Only vendors that have been approved and added to our vendor list can be engaged as a resource to the staffing team. An approved vendor can be engaged to work on open requisitions as designated by a TLX Technologies staffing representative. TLX Technologies will not pay a placement fee for staffing vendors that have not been engaged on a specific search. Any unsolicited resume will be treated as TLX Technologies' to follow up with as it sees applicable. The goal of our preferred vendor process is to continue and enhance the productive partnership with our most valued vendors as a supplement to our internal staffing efforts.

Staffing vendors interested in working with TLX Technologies should forward their company information overview along with areas of specialty and contact information to [hr@tlxtech.com](mailto:hr@tlxtech.com). This information will be reviewed periodically based upon TLX Technologies' staffing needs. Potential new staffing vendors will be contacted and vetted through the selection and addition processes including but not limited to, contract terms acceptance, submission process, vendor guidelines, diversity efforts and requisition activity reporting.

Thank you for your interest in working with TLX Technologies.