



## Submitting a Resume on Behalf of Your Client

If you are on the Genzyme list of approved vendors, you may receive an email inviting you to submit a candidate for a position. The invitation to submit candidates is unique to each position since staffing agencies are not used for all jobs. The email contains a link which will allow you to view the position, accept or decline the invitation to submit candidates, and submit candidates. The steps in this process are:

1. Click on the Job Description link in the email.
2. Accept or decline the invitation to submit candidates to the position.
3. Enter your login information.
4. Review the job description.
5. Click on the Refer a Candidate button.
6. Enter Referral information for the candidate you are referring.
7. Click to submit your referral.

If you have questions about whether you are on the approved vendor list, please [contact us](#).

*Thank you for referring your client to Genzyme!*