

Search Firm Guidelines

Search firms are integral to BakerHostetler's talent acquisition strategy and long-term success. We value our search firm partners and appreciate your interest in working with our firm. The following guidelines ensure a consistent and efficient working relationship.

Only search firms with a current, signed placement fee agreement may submit candidates to BakerHostetler. All agreements executed prior to June 1, 2021, should be updated through the appropriate office recruiting contact. Firms without an agreement must contact our Recruiting Department before presenting candidates. Placement fees will be paid only to search firms with valid fee agreements.

Search firms must obtain candidate consent before submitting candidates to BakerHostetler. Proof of consent may be requested at any time.

The BakerHostetler Recruiting Department manages all end-to-end lateral recruitment processes. All submissions must be sent directly to the designated Recruiting Department contact; recruiting contact details are available on the firm's website on our [Recruiting Contacts page](#). Submissions sent to firm attorneys or other personnel are prohibited and will not be recognized. Receipt of unsolicited candidate information does not establish representation.

Partner, Counsel, and Lateral Group Candidates

Please confirm that a valid, signed BakerHostetler fee agreement is on file before submitting partner or counsel candidates. Submissions must include a full candidate submission emailed directly to the local recruiting contact for the relevant office. Submissions made by any other method may not be recognized.

To move forward expeditiously, partner and counsel submissions should include pertinent information about the candidate's practice, including, but not limited to, detailed information about the candidate's experience, portable business, and billing rates.

Associate Candidates

Please confirm that a valid, signed BakerHostetler fee agreement is on file before submitting named associate candidates. We accept search firm submissions only for active associate positions listed on the Careers and Professional Development page of our website. Exceptional opportunistic candidates may be submitted via a blind profile.

To submit a candidate, please send the following with a subject line clearly identifying the position:

- Candidate background
- Resume
- Law school transcript
- Additional documentation as requested

Please refer to individual job postings, as additional information or requirements may be listed pertaining to the position. Candidate submissions are position-specific and are not considered blanket representation for other openings.