



## Submitting a Resume on Behalf of Your Client

We would encourage you to have your client(s) apply on-line themselves. We request personal information that the candidate can best answer on their own. In addition our system requires that each individual resume submitted on-line must have a unique log-in account.

Your agency will be credited for submitting the candidate based on the following: on page two of the on-line application process the candidates are asked “[How did you hear about us](#)” and they should choose “[Staffing Agency](#)” from the drop down menu. The next question is “[Please provide more detail on your selection above](#)” and they should enter the [name of your agency](#) in the box provided.

If you would like to submit the resume yourself on behalf of your client(s) you must create an individual log in account for **each** person you submit. If you submit multiple candidates utilizing the same log in information each new resume will overwrite the previous resume. This will allow us to access only the most recently submitted candidate.

If you are having technical issues with resume submission please consult the FAQs available on the [Genzyme.com/Careers](http://Genzyme.com/Careers) site.

If you have any other questions please contact the Genzyme Recruiter that contacted you regarding the open position.

*Thank you for referring your client to Genzyme!*