

EXECUTIVE SEARCH

USING A FIRM TO RECRUIT EXECUTIVE POSITIONS



01

DEPARTMENT IDENTIFIES JOB TITLE AND POSITION DESCRIPTION

- Identifying the job title and creating a position description will be the foundation of the search process. Consult with the Talent Acquisition Partner to assist you in identifying key components of the position to meet your hiring needs.

02

DEPARTMENT CONTACTS HR, TALENT ACQUISITION PARTNER

OPTION 1 | Select a contracted executive search firm

- AGB Search, Parker Executive Search, or Witt Kieffer Search
- HR Partner will contact each firm to request a letter of interest from the vendor to review recruitment area experiences and former placements.
- Department will review submitted recruitment experiences and select a firm

OPTION 2 | Identify and select a specialty firm that is not contracted

- If a contracted vendor is not selected due to not having the specialty experience needed for the search, hiring managers may request information and letter of interest from other executive search vendors
- Hiring manager will provide business justification to Office of Human Resources
- Talent Acquisition Partner will prepare Sole Source Contract and collaborate with Procurement and Sourcing to execute contract

03

DEPARTMENT WILL BEGIN WORK WITH THE EXECUTIVE SEARCH FIRM AND THEIR RECRUITER

The executive search firm will coordinate the following:

- Introductory call
- Stakeholder meeting
- Prepare job specifications
- Post the position
- Recommend the top candidates

04

EXECUTIVE SEARCH FIRM AND THE TALENT ACQUISITION PARTNER TOUCH POINTS ARE AS FOLLOWS

- Contract and agreement execution
- University job board posting
- Recruitment advertising review and approval
- Final candidate selection | University application, Criminal history check confirmation, EEO data submission