

Volume E1: Employment/ Hiring	E1.08.01 Hiring of External Search Firm(s) Effective Date: 02/21/2013 Last Revised: 06/11/2018	Responsible Office: Office of Human Resources
Chapter 08: Vacancies and Job Postings		Responsible Officer: Executive Director

POLICY STATEMENT

In accordance with 110 ILCS 680/25-175, Northeastern Illinois University (NEIU) may employ an external search firm to facilitate the hiring of the President or the hiring of an individual when there is a demonstrated and justifiable need for guidance from a firm or individual with specific expertise in the field of hiring.

PURPOSE OF THE POLICY

The purpose of this policy is to serve as the formal NEIU policy that complies with 110 ILCS 680/25-175 related to the hiring of external search firms.

WHO IS AFFECTED BY THIS POLICY

Those who wish to contract with an external search firm to facilitate the hiring of the President or the hiring of an individual where a specific expertise in the field is needed.

PROCEDURES

Presidential Search

The Board of Trustees may use and authorize the hiring of an external search firm for the President of the University.

Other Positions

The President or designee will review requests for the use of an external search firm and decide whether there is a justifiable need for the use of a search firm with specific expertise in the field of employment in which the hiring will take place. The request must be submitted to the President in writing, and include the following:

- a) Specialized nature and scope of position, including academic, fiscal, technical, and managerial/supervisory responsibilities along with the job description;
- b) The need for hiring an external search firm for this position; nature and scope of hiring requires a level of professional search experience exceeding that available internally to the University;
- c) Required attributes for position and minimum qualifications;
- d) External search firm's expertise in handling this recruitment that includes the following but not limited to: (i) a plan to enhance the pool of quality candidates; (ii) an outline of their recruitment and screening process; (iii) logistics in recruitment and posting of vacancy;
- e) Plan to ensure that the diversity of the applicant pool will be significantly enhanced by the services provided by the hiring of an external search firm and
- f) A completed Position Authorization Request with all needed approvals and the organizational chart.

The President or designee may require other factors specifically applicable to the vacancy in question. The Board of Trustees must authorize the hiring of an external search firm for all positions.



Contracting for Services

Search firm services in the amount of \$100,000 or greater require advertisement on the Illinois Public Higher Education Procurement Bulletin for a minimum of 14 calendar days and solicitation through a competitive sealed proposal process.

Exceptions to the competitive sealed proposal process may be granted for contracts that are non-renewable, one year in duration, and have a value of less than \$100,000. Exceptions granted shall be published in the Illinois Public Higher Education Procurement Bulletin and shall include a brief explanation of the reason for the exception.

After selection of the search firm, University contracting procedures must be followed. The hiring agent or designee will contact the Purchasing Department to facilitate the solicitation and contracting processes.

Payment of Service Fees

Charges for the services of an external hiring search firm may not be paid from any University funds, except (i) in the hiring of the President of the University or (ii) in certain instances when the President of the University, or designee, and the Board of Trustees approve the hiring of an individual or firm with specific expertise in the field of the hiring.

HISTORY

06/11/2018 – Revised; updated Responsible Office and Officer, updated Contracting for Services information under Procedures

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[110 ILCS 680/25-175](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
Office of Human Resources	(773) 442-5200	human-resources@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.