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.

**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.
Hiring of External Search Firm(s)
Policy: E1.08.1
Effective Date: 02/21/2013

Contracting for Services
Search firm services in the amount of $20,000 or greater require advertisement on the Illinois Public Higher Education Procurement Bulletin for a minimum of 15 days and solicitation through a competitive sealed proposal process.

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 hiring.

RELATED POLICIES, DOCUMENTS, AND LINKS

110 ILCS 680/25-175

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

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<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
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</thead>
<tbody>
<tr>
<td>Office of University Outreach and</td>
<td>(773) 442-5416</td>
<td><a href="mailto:C-Duetsch@neiu.edu">C-Duetsch@neiu.edu</a></td>
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<tr>
<td>Equal Employment</td>
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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.