



HUMAN RESOURCES POLICY

SUBJECT:	Employment & Related Matters	TITLE:	Employment Agencies/Search Firms		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Human Resources Services	
CODING:	30-01-20-65:00	ADOPTED:	7/01/90	AMENDED:	4/16/09
				LAST REVIEWED: 4/16/09	

PURPOSE: To set policy for the utilization of search firms.

RESPONSIBILITY: The Vice President for Human Resources shall ensure compliance with this policy.

APPLICABILITY: This policy applies to recruitment of staff employees only (non-faculty and housestaff).

POLICY:

Search firms may be utilized after all other avenues of recruitment have been explored with the assigned Human Resources Generalist and with the approval of the Vice President of Human Resources, or for high level positions, as deemed necessary by the Deans or Vice Presidents.

PROCEDURE:

1. A hiring department wishing to utilize the services of a search firm for recruitment must contact its assigned Human Resources Generalist.
2. Upon approval by the Vice President for Human Resources that the engagement of a search firm is appropriate, the Human Resources Generalist in collaboration with the recruiting department, shall select a minimum of three contractors (per specialty) from the list of approved University contractors.
3. The Engagement Procedure for Search Services as set forth by the Purchasing Department must be adhered to. The Procedure and lists of Approved Contractors may be found online at the Purchasing Department website at http://www.umdnj.edu/purchweb/employees/employ17_search_new.htm.

4. The Human Resources Generalist in collaboration with the recruiting department will determine the appropriate firm to conduct the recruitment/search.
5. Once the preferred contractor has been identified, the Human Resources Generalist will send an email to Purchasing advising of the selection. Purchasing will advise contractors of non-selection.
6. The hiring department must initiate and complete an electronic UMDNJ Purchase Requisition. The requisition will be routed to the individual responsible for approving the department's requisitions, and its business manager or fiscal representative.
7. Upon receipt of all required approvals, the electronic Requisition will be processed by the Purchasing Department, assigned a Purchase Order number and mailed to the selected contractor as an official method of engagement. The originator of the request will also be notified.
8. Services may begin once the Purchase Order is issued to the contractor.

By direction of the President

Vice President for Human Resources