

Procedure for the Use and Funding of Search Firms

1. Purpose This procedure establishes guidelines for utilizing external search firms for executive, senior administrator, and other highly specialized recruitment efforts at the institution.

2. Scope This procedure applies to all departments, units, and colleges at Valdosta State University requiring external search firm services for the recruitment of positions that are not filled through internal recruitment processes or through traditional advertisement methods.

3. Authorization and Selection

- The decision to engage a search firm must be approved by the Chief HR Officer/Director of Human Resources and the appropriate VP or unit head.
- Before selecting a search firm, consult with VSU Procurement to ensure institutional compliance with bid thresholds, as multiple department engagements may collectively exceed the \$24,999 limit.
- The selection of a search firm must be based on its expertise in the relevant field, experience with similar roles, and ability to meet the institution's needs and timelines.

4. Funding

- Departments are responsible for funding and must identify specific funding sources.
- The department/unit requesting the search firm's services must submit details of the engagement to Procurement, including estimated fees, travel expenses, and any other costs associated with the search process, prior to engaging the services of a search firm.
- VSU Budgets will establish a designated account number for search firm expenses to ensure accurate and efficient data retrieval for annual reporting to the USG and legislators.

5. Contract Issuance

- A formal contract agreement must be executed between Valdosta State University and the search firm and approved by Procurement and/or Legal. The contract should include, at a minimum:
 - Scope of work

- Timeline for completion
- Fee structure (e.g., flat fee, retainer, success-based, etc.)
- Payment terms
- Confidentiality requirements

6. Search Process

- The search firm must adhere to all Board, USG HRAP, and institutional policies.
- The search firm will collaborate with the VSU's HR department to utilize job profiles, candidate qualifications, and other relevant recruitment materials.
- Periodic updates on the progress of the search will be required, and the search firm must provide reports on candidate pools, interview schedules, and other pertinent developments.
- The search firm must include the Blazer Creed and USG Statement of Core Values in the job position advertisement and should include the institution's mission statement and core values.
- The search firm may not require applicants to submit to ideological tests, affirmations, oaths, or diversity statements as part of the application process.

7. Review and Approval

- Once the search firm has completed the search process and a candidate has been selected, the VSU's hiring manager, in consultation with HR, will review the final candidate.
- The department/unit requesting the search firm's services will provide a final report on the search process, including an evaluation of the search firm's performance, outcomes, and lessons learned.

8. Post-Search Evaluation

- After the successful hire, the institution will conduct a post-search evaluation to assess the effectiveness of the search process, including the performance of the search firm.

- The evaluation results will be reviewed by the Chief HR Officer/Director of Human Resources to ensure compliance with the institution's goals and the required practices and procedures for recruitment.

9. Compliance

- All activities related to the use of search firms must comply with all Board, USG HRAP, and institutional policies, federal and state regulations, and accreditation standards related to hiring and employment.

