



Using an External Search Firm to Recruit

If the decision is made to use an external search firm to assist with the recruitment of an open position, there are several firms available for use through TechBuy. Even though a search firm may be used, the open position will still need to be posted in the university's applicant tracking system. ***It is highly recommended to work closely with Human Resources to ensure the search firm follows the appropriate processes and provides all the needed documentation.***

1. The Search Committee Coordinator will need to have access to TechBuy or coordinate with the hiring department if they are different. Human Resources has put together a list of active contracts, from procurement, with contact information.
2. The committee chair should reach out to the search firm to negotiate the needs of the search. Things to consider are sourcing, advertising, administrative work, and background check of final candidate.
3. Once the committee chair and search firm agree, a Statement of Work will need to be created. The Search Committee Coordinator will need to create a requisition in TechBuy and attach the Statement of Work for review, ensuring to following the specific procurement/contracting process.
4. The TTU contracting team will review the specifics and approve/deny the contract.
(If denied the contracting staff will contact the search firm to make the necessary changes to the contract and will let the requisition submitter know once it is approved and the process can proceed).
5. Once contracting has approved, the committee can move forward with the recruiting process and posting the position to accept applications.