



RUTGERS POLICY

Section: 60.9.24

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Employment Agencies/Search Firms

Formerly Book: 30-01-20-65:00

Approval Authority: Vice President of Faculty and Staff Resources

Responsible Executive: Vice President of Faculty and Staff Resources

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 4/16/2009, 7/1/2013

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy for the utilization of search firms for legacy UMDNJ staff – (employees only (non-faculty and housestaff) positions).
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.24 EMPLOYMENT AGENCIES/SEARCH FIRMS

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 Faculty and Staff Resources, or for high level positions, as deemed necessary by the Rutgers Biomedical Health Sciences Chancellor or legacy UMDNJ Deans.

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 Faculty and Staff 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 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 provided by the office of Purchasing.
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 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.