

# SPH Policy for Considering a Search Firm

The purpose of this document is to provide the policy for considering and engaging a search firm, and a guide to doing so effectively. It should be noted that approval of a search firm will be rare and reserved for unique recruitments.

## Policy

Before engaging with the search firm, the department must connect with their [HR Partner](#) to discuss the position (ideally before it is submitted to be posted, though the posting form should be complete) and justification for engaging with a search firm.

The department must have a secured budget approval for payment of the search firm fee. SPH Human Resources and Office of Financial Services must approve the request before the department engages with any search firms.

After the position and use of the firm is approved, the posting form may be submitted for review via [this Qualtrics link](#).

Search firms may be considered for:

- Grades 60+ positions
- Niche/hard to fill positions

**Please Know:** Even when the use of a search firm is approved, the search will still be led by the department's assigned Talent Acquisition Partner. They will serve as a main point of contact/liaise between the department and the firm. Recruitment will not begin until a search firm is identified, and the 3 parties (Talent Acquisition Partner, Department Hiring Manager/Team, and Search Firm Representative) meet for an intake meeting.