

The Office of Equal Opportunity & Diversity
Guidelines For Utilizing Search Firms for Staff and Faculty Recruitment

The use of external search firms may be deemed necessary to fill high level or specialized staff and faculty positions. Guidelines have been developed to ensure that search firms are in compliance with *The Citadel's* equal opportunity and affirmative action policies and procedures, as well as, to ensure that the search firm can provide the data needed to fulfill state and federal equal opportunity reporting requirements that must be completed by The Citadel.

SEARCH FIRM RESPONSIBILITIES: Any agreement with a search firm should require the search firm to provide the following information:

- **Diversity Recruitment:** Provide a written description of the “good faith recruitment efforts” that will be made to recruit qualified female and minority applicants.
- **Recruitment Advertisement Documentation:** Furnish copies of all recruitment advertisements. All advertisements should include The Citadel’s equal opportunity statement **The Citadel is an affirmative action/equal opportunity employer actively committed to ensuring diversity in all campus employment.”**
- **Periodic Updates:** Confer periodically with the Chief EEO & Diversity Officer and the Employment Manager regarding the status of the search.
- **Applicant Summary List:** Provide to the Employment Manager and/or Chief EEO & Diversity an *Applicant Summary List* indicating the applicants referred to the hiring department/search committee. The summary should include the date of application, applicant’s name, gender, race/ethnicity, and source of application.
- **Applicant Materials:** Provide to the Employment Manager, copies of the application materials of all applicants referred to the hiring department/search committee. Application materials may include, but is not limited to employment applications, resume, CV, and letters of recommendation.

SEARCH COMMITTEE/HIRING DEPARTMENT RESPONSIBILITIES: Search committees and/or hiring departments are responsible for ensuring that a search conducted by a search firm complies with The Citadel’s policies and procedures governing recruitment and hiring. This responsibility includes:

- **Chief EEO & Diversity Officer Briefing:** Invite the Chief EEO & Diversity Officer to the initial meeting of the search committee to review The Citadel’s affirmative action goals and to answer any questions related to diversity recruitment, equitable interviewing processes, and confidentiality standards for recruiting and hiring.
- **Policy Notification to Search Firms:** Notify the external search firm of The Citadel’s Affirmative Action and Equal Opportunity policies and hiring procedures.
- **Diversity Recruitment Requirements:** Instruct the external search firm to actively seek a diverse pool of candidates who meet all the necessary qualifications.
- **Supplemental Diversity Recruitment:** Collaborate with the Chief EEO & Diversity Officer to supplement recruitment efforts to produce a diverse applicant pool. This will be done on as needed basis.

- **Insufficient Applicant Pool Notification:** Advise the Employment Manager and the Chief EEO & Diversity Officer if the external search firm fails to produce 1) a qualified applicant pool and/or 2) if the external search firm fails to produce a diverse applicant pool that includes qualified minority and female applicants.

Questions regarding these guidelines can be referred to the Chief EEO & Diversity Officer, Derrick Crawford, at 843-953-6989 or derrick.crawford@citadel.edu. **Rev. 11/09/2010**