

## External Executive Search Firm Guidance

Kansas State University has established master service agreements with two executive search firms which can be utilized immediately for an executive search process. Hiring departments are responsible for all expenses associated with external search firms and departments may initiate contact utilizing the contact information listed below.

<p style="text-align: center;"><u><a href="#">Academic Career &amp; Executive Search (ACES)</a></u></p> <p>Jennifer Muller  <a href="mailto:Jennifer@acesrch.com">Jennifer@acesrch.com</a>                  (860)740-2600                  View <a href="#">ACES Contract</a> for specific information.</p>	<p style="text-align: center;"><u><a href="#">WittKieffer</a></u></p> <p>Zachary Smith  <a href="mailto:zsmith@wittkieffer.com">zsmith@wittkieffer.com</a>                  (949)797-3531                  View <a href="#">WittKieffer Contract</a> for specific information.</p>
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If a unique hiring need exists which may require a different search firm, departments should work with the [K-State Purchasing Office](#) and allow 3-4 weeks of processing time before a firm may be utilized.

When utilizing an external search firm, please email [K-State Careers](#), so HR is informed. Further specifics regarding hiring needs are outlined below regarding how HR may assist colleges/departments who are utilizing an external search firm.

### Position Description Review (Non faculty positions)

HR Compensation & Org Effectiveness Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>Review the position description to determine FLSA eligibility, market pay and classification within K-State's compensation structure (title and pay grade).</li> </ul>	<ul style="list-style-type: none"> <li>Submit a complete position description and organizational chart for review through PageUp.</li> <li>If requested, provide supplemental information about the position to aid in market review and classification process.</li> </ul>

### Hiring Process Oversight

HR Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>Provides oversight on the hiring process if needed to ensure K-State hiring processes and procedures are being followed.</li> <li>Attend kick-off meetings (if requested by the hiring department) and cover the importance of confidentiality in the search process and information about the required search committee training(s).</li> <li>Ensure all members complete the required search committee training(s) (<i>shared responsibility with hiring department</i>).</li> </ul>	<ul style="list-style-type: none"> <li>Select the external search firm and ensure there's a contractual agreement between the search firm and K-State.                             <ul style="list-style-type: none"> <li>If there isn't an existing contract with the search firm, please work with the Division of Financial Services to secure a contract.</li> </ul> </li> <li>Facilitate all search logistics from start to finish in partnership with the search firm.</li> <li>Elevate questions to Talent Acquisition regarding the hiring process pertaining to employment laws, potential violations, discrimination, breach of confidentiality, etc.</li> </ul>

### Review and Post Requisition/Manage Advertisement Channels

HR Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Create a placeholder advertisement in PageUp so the position is advertised on the K-State Careers website and additional advertising sites.                             <ul style="list-style-type: none"> <li>○ To learn about the additional sites, please visit the <a href="#">Advertising Resources</a> document.</li> </ul> </li> <li>• Additional advertising support through JobElephant                             <ul style="list-style-type: none"> <li>○ HR has partnered with JobElephant to place additional advertisements. To learn more about this resource, please visit our <a href="#">Advertising Resources</a> document.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide a complete position announcement for the Talent Acquisition Strategic Partner to post on advertisements sites.</li> <li>• Post job opportunity on the department’s website.</li> <li>• Contact JobElephant to post additional advertisements outside of the sites offered by HR.                             <ul style="list-style-type: none"> <li>○ Refer to the <a href="#">Advertising Resources</a> document for contact information.</li> </ul> </li> </ul>

### Offer Process

HR Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Review and approve the initial appointment (contract)                             <ul style="list-style-type: none"> <li>○ Offers are not run through PageUp. Therefore, the signature templates will need to be used. Please use the <a href="#">Initial Appointment Templates</a> when creating the offer documents.</li> </ul> </li> <li>• Initiate background/education check (if needed).</li> <li>• Inform department/college of background/education check completion.</li> </ul>	<ul style="list-style-type: none"> <li>• Once a verbal offer has been accepted, gather all details for the offer to complete the offer documents (start date, pay rate, etc.).                             <ul style="list-style-type: none"> <li>○ Offers are not run through PageUp. Therefore, the signature templates will need to be used. Please use the <a href="#">Initial Appointment Templates</a> when creating the offer documents.</li> </ul> </li> <li>• Once the offer is accepted, the background check process can be initiated by completing the <a href="#">background check</a> form located on the HR website.</li> <li>• Once a background check is complete, please gather the applicant list and disposition codes from the executive search firm and email this information to K-State Careers at <a href="mailto:kstatecareers@ksu.edu">kstatecareers@ksu.edu</a>. For questions regarding disposition codes, please contact your Talent Acquisition Strategic Partner.</li> </ul>

### Onboarding Paperwork

Department/College Responsibility	
The following hire forms need to be completed for a new hire. If you have questions on the onboarding forms, please contact your <a href="#">Resource Center representative</a> .	
PER-38	I-9
Copy of signed contract	Intellectual Property
Substance Abuse	Tax Clearance
Background Check confirmation	W-4, K-4
Direct Deposit	

### Additional Support

HR Talent Acquisition Responsibility	Department/College Responsibility
<p>HR can provide a K-State branded executive profile upon request by the hiring department.</p> <ul style="list-style-type: none"> <li>• Please allow 2-3 business days for the executive profile to be completed.</li> <li>• The hiring department must provide all content including information about the position and department and, if needed, images for the profile. An example of an executive profile may be provided to the department upon request.</li> <li>• The completed executive profile will be sent as a PDF file to the requestor.</li> <li>• All executive profile requests need to be sent to <a href="#">K-State Careers</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide complete content for the executive profile, and if they need a page built for the college/unit, they must provide image options to be included.</li> <li>• Provide the date the profile is needed, taking the 2-3 business day lead time into account.</li> <li>• After creating the executive profile, minor edits (grammar, linking to websites, etc.) should be completed in Adobe Acrobat Pro (PDF editor).             <ul style="list-style-type: none"> <li>○ If more extensive edits are needed, please coordinate with <a href="#">K-State Careers</a>.</li> </ul> </li> </ul>