

SUGGESTED SEARCH FIRM SCREENING QUESTIONS

Here are questions a hiring unit might ask when interviewing a prospective search firm:

Ability and approach to providing the desired services

1. What would be your strategy and approach to fill this role?
2. How soon would be available to commence this search?
3. Can you meet the proposed milestones? If not, propose an alternate time frame and milestones.

Demonstrated knowledge and experience filling comparable positions

1. Are you currently conducting any searches for similar or related positions at higher education (or research) institutions?
2. Have you successfully filled similar positions in the last five years?
3. Please provide a list of the positions and schools where you have made successful placements.
4. What percentage of your placements are still in their current role (or in a promoted role at the same institution)?
5. How long, on average, does your firm require to fill a position like the one we are recruiting for?
6. How many of your searches failed to produce a finalist in the first round? How did each search proceed from there, and what was the final outcome?

Demonstrated success in recruiting a diverse pool

1. What is the demographic composition of your successful placements?
2. What strategies do you use to identify and interest diverse candidates?

Ability to meet data collection requirements

1. Are you willing and able to collect demographic information on all applicants?
2. Are you able to supply a copy of the full recruitment file to the university, whether or not a successful finalist is found?

Detailed information on fees/costs for services

1. What is the fee structure and total estimated cost for your services?
2. What incidental or additional costs should we account for?
3. What is your policy if you are unsuccessful in providing a pool of qualified candidates, producing a finalist, or closing the search with a successful hire (for example, reimbursement of paid fees, discounted fees on future searches)?