



<b>Title:</b>	<b>CRITERIA FOR USING A SEARCH FIRM</b>
<b>Approved:</b>	March 6, 2014
<b>Approved By:</b>	DEPARTMENT HEADS AND SCHOOL DIRECTORS
<b>Audience:</b>	All staff and faculty involved in hiring
<b>Purpose:</b>	To provide guidelines for when to engage an external firm to assist in a search
<b>Contact:</b>	Dean’s Office Faculty Affairs

## Background

Executive search firms are external organizations who provide a recruitment service on the University’s behalf. Generally, the services include consulting on the role, preparing a marketable job profile, advertising the position, leading the interview process, coordinating the evaluation process and conducting reference checks. One of the major drivers of using a search firm is their extensive national and international networks which help to ensure that the best possible candidates are brought forward as well as a diverse pool of applicants.

In recent years, the cost of such a service per search ranged from \$30,000-\$50,000. Managing the process “in-house” for a senior leader, external to UBC, generally costs around \$10,000 in addition to the existing overhead costs of staff, facilities, IT, etc.

Given this price differential, it became evident that the Faculty needed to develop some criteria that might justify the expense for when a search firm should be engaged.

## Scope

These criteria apply to all units across the Faculty of Medicine. Exceptions may be granted by the Dean upon submission of a written justification.

## Criteria

The following is the criteria for engaging a search firm:

- The position must be at the level of department head, centre director, institute director, associate dean, or regional associate dean; or others with the approval of the dean;



- The unit must have appropriate funding to support the appointment of a faculty member external to UBC;
- A search process was managed “in-house” and resulted in no suitable candidates (internal or external) for the position; or,
- There is a strong documented justification as to why a search firm is needed for the initial recruitment and such justification is reviewed by the Executive Director, Faculty Affairs; Vice Dean; and Executive Director, Operational Strategies and then approved by the Dean. Examples of what may provide sufficient justification:
  - A comprehensive search is needed to bring in a visionary leader - global
  - A need to increase diversity of recent candidate pools
- Any search firm must be on UBC’s pre-approved vendors list.