



Lehigh University Human Resources Policy

Policy Number:	211
Effective Date:	7/1/1989
Revisions:	12/1/2006
Applicability:	All Faculty and Staff

USE OF EXTERNAL SEARCH AND PLACEMENT FIRMS POLICY

Purpose:

Policy on when it is appropriate to use external search firms to fill vacant positions

Policy:

As Lehigh University aspires to recruit and hire talented individuals who will lead Lehigh to higher levels of achievement, certain positions will be identified as strategic positions and the vice president, president or Board of Trustees may engage the services of search firms. The approval of the Associate Vice President for Human Resources is required. Contracting of an external search firm must adhere to the requirements described in the Purchasing Manual on the Purchasing Department's website at:

<http://www.lehigh.edu/~inpur/inpur.html>

Final candidates must meet the requirements for employment at Lehigh, including completion of an employment application, background checks, and approvals (See Exempt Employment and Nonexempt Employment policies).

Keywords: Placement Agencies, External