



ECU

**OFFICE FOR EQUITY
AND DIVERSITY**

AA/EEO Guidelines for the Use of Search Firms in Recruitment

As the job market becomes increasingly competitive, it is becoming more common within the University to retain search firms to locate qualified applicants for vacancies in high demand and/or specialized areas. Use of a search firm, however, often makes it difficult for a hiring authority to document that the recruitment process was in compliance with the University's AA/EEO policies and procedures and to provide the data needed to fulfill the University's AA/EEO reporting requirements. The following guidelines were developed to help hiring authorities avoid this problem.

As a federal contractor and an educational institution, the University is required by law (Title VI and Title VII of the Civil Rights Act of 1964) to ensure that recruitment for positions within the University is in compliance with federal laws, executive orders, and regulations concerning equal opportunity and affirmative action. To fulfill this requirement, the University has developed policies and procedures governing the recruitment process. It is the responsibility of the hiring authority to ensure that a search conducted by an outside firm complies with East Carolina University's policies and procedures governing recruitment and hiring. This responsibility includes:

- Having the EEO Officer present (per invitation) at the initial meeting of the search committee
- Notifying the search firm of East Carolina University's Affirmative Action/Equal Employment Opportunity Policy, including the use of required EHRA Hiring Procedures, University forms, and EEO/AA and reasonable accommodations language in advertisements
- Instructing the firm to actively seek a diverse pool of candidates who meet all the necessary qualifications
- Replacing a search firm, or supplementing its recruitment efforts, if that firm fails to produce a representative applicant pool
- Ceasing to use a firm that fails to produce applicant pools with qualified minority and female applicants.

In order to evaluate the recruitment process and fulfill ECU's AA/EEO reporting requirements, hiring authorities will need information from the search firm. Any agreement with a search firm should require the firm to provide the following information:

- Conferral periodically with the EEO Officer to update the office on the status of the search
- The name, sex and race/ethnicity of applicants referred to the hiring authority/search committee as most qualified for the position
- The name, sex and race/ethnicity of applicants who were considered for the position by the search firm, but not referred to the hiring department/search committee
- A description of the "good faith" efforts made by the search firm to locate qualified minority and female applicants
- Copies of the resumes of all applicants considered for the position, whether or not they were referred to the hiring authority
- Copies of all advertisements, correspondence, and other search materials

The resumes of all candidates must be retained in departmental files for at least three years in compliance with federal AA/EEO record-keeping regulations.