

Executive Search Guidance

Kansas State University has established master service agreements with five executive search firms which can be utilized immediately when conducting an executive search process. Hiring departments should contact your HR [Talent Acquisition Strategic Partner](#) who can recommend a search firm that may be support that executive search. Search firms with master service agreements are listed below.

Firm	Specialty (if applicable)	Primary Contact	Link to information
Academic Career & Executive Search (ACES)	Academic/faculty positions	Jennifer Muller (860)740-2600	K-State ACES
ATS+Partners		Aquila E Leon-Soon (800)881-1663	ATS+ Partners
Cizek Associates		Sheila Lehker (602)553-1066	Cizek Associates
The Ward Group	Communications & marketing	Steve Ward (781)938-4000	The Ward Group
WittKieffer		Zachary Smith (949)797-3531	WiffKieffer

If a unique hiring need exists which may require a specific firm that is not included in the above list, departments should work with the [K-State Purchasing Office](#) to establish a contract and allow 6-8 weeks of processing time before a firm may be utilized.

Your HR Talent Acquisition Strategic Partner will support the search committee along with the search firm that is selected. Further guidance regarding the hiring process when utilizing an external executive search firm is provided below.

Position Description Review (Staff positions)

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

Position Description Review (Faculty positions)

Department/College Responsibility	HR Compensation & Org Effectiveness Responsibility
<ul style="list-style-type: none"> ○ Follow department/college guidelines for position description development and review. Obtain appropriate final approval from department head or VP depending on department/college requirements. ○ Obtain search committee feedback on position description if desired. 	<ul style="list-style-type: none"> ○ Faculty positions are not currently reviewed or approved by HR Compensation and Org Effectiveness, nor are they part of the compensation structure.

Executive Profile (optional)

Start this process early as it can take up to 3 weeks for the completed profile

Department/College Responsibility	Division of Communications and Marketing (DCM) Responsibility	HR Talent Acquisition Responsibility
<ul style="list-style-type: none"> ○ Complete Executive Profile Information Template Request Form and send to Vikki Watson and KStateCareers@k-state.edu. ○ Complete Executive Profile Content Form and send to Talent Acquisition Partner and assigned DCM contact. ○ Review and proofread draft executive profile from DCM. ○ Host final version on department website as a pdf. 	<ul style="list-style-type: none"> ○ Design and develop executive profile draft after HR Talent Acquisition reviews. ○ Update executive profile as requested by department/college. ○ Send the final proof to the department/college, HR Talent Acquisition, and the search firm contact. 	<ul style="list-style-type: none"> ○ Review Executive Profile Information Template Request Form and authorize DCM to begin executive profile. ○ Review Executive Profile Content Form for accuracy and alignment with position description. ○ Link to the executive profile in the job announcement on the careers site.

Hiring/Search Process Oversight

*Refer to the [Hiring Guide](#) for detailed guidance on all hiring processes

Department/College Responsibility	HR Talent Acquisition Responsibility
<ul style="list-style-type: none"> ○ 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"> ○ If there isn’t an existing contract with the search firm, please work with the Division of Financial Services to secure a contract. ○ Select search committee and schedule kickoff meeting. ○ Hiring Manager charges search committee ○ Facilitate all search logistics from start to finish in partnership with the search firm and Talent Acquisition including candidate recruitment/selection, scheduling search committee meetings, campus interviews, reference checks, etc. Consider best practices and guidance in the search process as noted in our Hiring Guide. ○ Elevate questions to Talent Acquisition regarding the hiring process pertaining to employment laws, potential violations, discrimination, breach of confidentiality, etc. 	<ul style="list-style-type: none"> ○ Provides oversight on the hiring process if needed to ensure K-State hiring processes and procedures are being followed. ○ Attend search committee 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). ○ Ensure all search committee members complete the required search committee training(s) (<i>shared responsibility with hiring department</i>).

Review and Post Job Advertisement/Manage Advertising Channels

Department/College Responsibility	HR Talent Acquisition Responsibility
<ul style="list-style-type: none"> ○ Provide a complete position announcement for the Talent Acquisition Strategic Partner to post on advertisements sites. ○ Post job opportunity on the department’s website. ○ Advertised salary range must be within the approved pay grade and comp structure. ○ Contact JobElephant to post additional advertisements outside of the sites offered by HR. OR partner with your Talent Acquisition Strategic Partner for advertising support. Refer to Advertising Resources for the standard sites and JobElephant contact information. Coordinate advertising sources and determine if JobElephant or Search Firm will be advertising. ○ Consider publishing notice in K-State Today to include search committee, timeline or other important elements that may be important to the university community. ○ Determine “go live” date with search firm and HR Talent Acquisition so all advertisements are coordinated. 	<ul style="list-style-type: none"> ○ Create a placeholder advertisement in PageUp so the position is advertised on the K-State Careers website and additional advertising sites. ○ Advertise jobs at the standard sites for no charge to the department or college. ○ Support departments and colleges in securing additional advertising with JobElephant upon request.

Offer Process

Department/College Responsibility	HR Talent Acquisition Responsibility
<ul style="list-style-type: none"> ○ Notify your Talent Acquisition Strategic Partner when the verbal offer has been accepted. ○ Prepare the PageUp offer card, attaching the offer and contract. ○ Retain interview notes and documentation. ○ Provide candidate disposition codes to your Talent Acquisition Strategic Partner to save within the PageUp requisition. ○ Onboard new employee utilizing PageUp onboarding tasks and dept. specific procedures. 	<ul style="list-style-type: none"> ○ Follow process to add selected candidate into PageUp and to communicate the offer and onboarding process with the candidate. ○ Review and send offer and contract in PageUp. ○ Follow regular procedures to complete the background check and initiate the onboarding task list in PageUp.