

## Connect with us

Contact Executive Recruitment to learn how we can help with your next senior-level staff candidate search.

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University of Pennsylvania  
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Philadelphia, PA 19104-6228

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## Recent Placements

Positions recently filled with the help of Executive Recruitment:

*Director of Finance and Administration*  
School of Social Policy & Practice

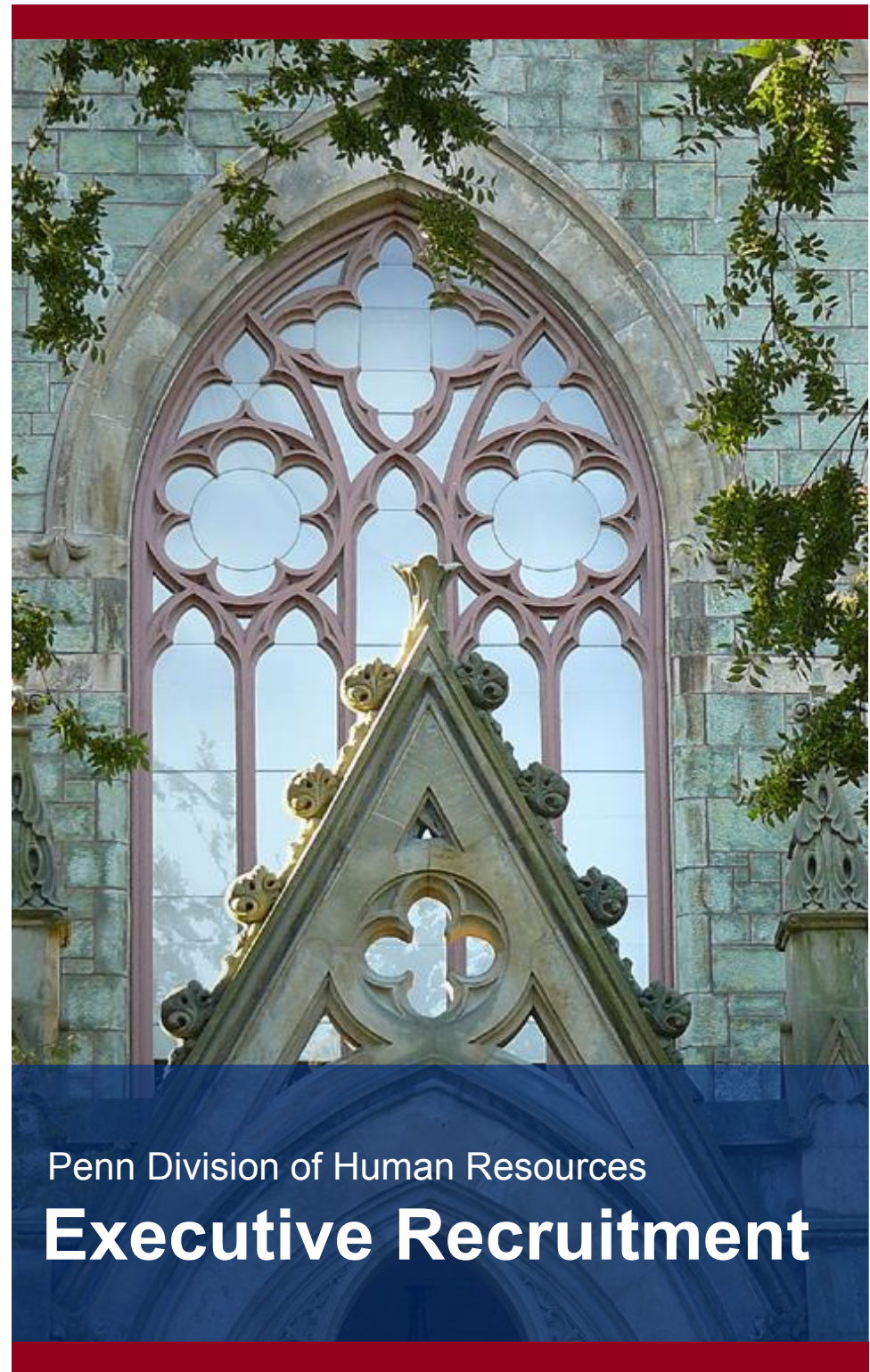
*Assistant Privacy Officer*  
Audit, Compliance and Privacy  
Penn Medicine

*Labor and Employee Relations Specialist*  
Division of Human Resources

*Associate Director*  
Libraries  
Teaching, Research & Learning Services

*Associate Vice Dean*  
Development and Alumni Relations  
School of Dental Medicine

*Vice Dean*  
Finance and Administration  
School of Nursing



# Improve your hiring success

## Run a successful candidate search from start to finish with Executive Recruitment.

We offer free, comprehensive services to help you recruit the best person for your senior-level staff position. Our recruiting expertise and resources give you added advantages in the search process, including:

- Access to our database of passive candidates, as well as niche job boards and national associations across all professions
- Assistance with job descriptions, advertising strategy, and evaluation criteria
- First touch-point for candidates, helping establish credibility and a strong connection
- Management of search committee processes and communications
- Reports, forms, and other tools to gather and assess candidate information and search committee feedback

*Working with Executive Recruitment allowed me to focus simply on finding the best candidate.*

*The process couldn't have gone smoother. And the outcome would have been impossible without their help.*

John Jackson, Dean,  
School of Social Policy & Practice

## Phases of the search process and how we help

I. Planning	II. Recruitment	III. Reporting	IV. Interviews	V. Selection	VI. Offer
<ul style="list-style-type: none"><li>• Meet with hiring manager and stakeholders to establish needs and priorities</li><li>• Develop search strategy, including advertising and timelines</li><li>• Identify qualities of the ideal candidate</li></ul>	<ul style="list-style-type: none"><li>• Identify passive candidates</li><li>• Develop connections with desirable candidates</li><li>• Prescreen candidates and conduct first-round interviews (telephone, video, email, or in-person)</li></ul>	<ul style="list-style-type: none"><li>• Present candidates to hiring manager/ search committee</li><li>• Help select candidates for interviews</li><li>• Continue to present appropriate candidates until search is complete</li></ul>	<ul style="list-style-type: none"><li>• Coordinate second-round interviews</li><li>• Manage search committee scheduling</li><li>• Schedule interviews and travel for candidates</li><li>• Maintain communication with candidates throughout</li></ul>	<ul style="list-style-type: none"><li>• Gather feedback from search committee</li><li>• Analyze feedback and candidate profiles to help determine fit</li><li>• Facilitate evaluation of candidates</li><li>• Assist in selection of the top candidate</li></ul>	<ul style="list-style-type: none"><li>• Assist in offer being approved and extended</li><li>• Keep candidate engaged during the onboarding process</li></ul>

*Their passion for matching talent to opportunities is palpable. I enjoyed working with Executive Recruitment and will certainly do so again.*

Eve Higginbotham, Vice Dean, Diversity and Inclusion, Perelman School of Medicine.