

Connect with us

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

Talent Acquisition
Division of Human Resources
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:

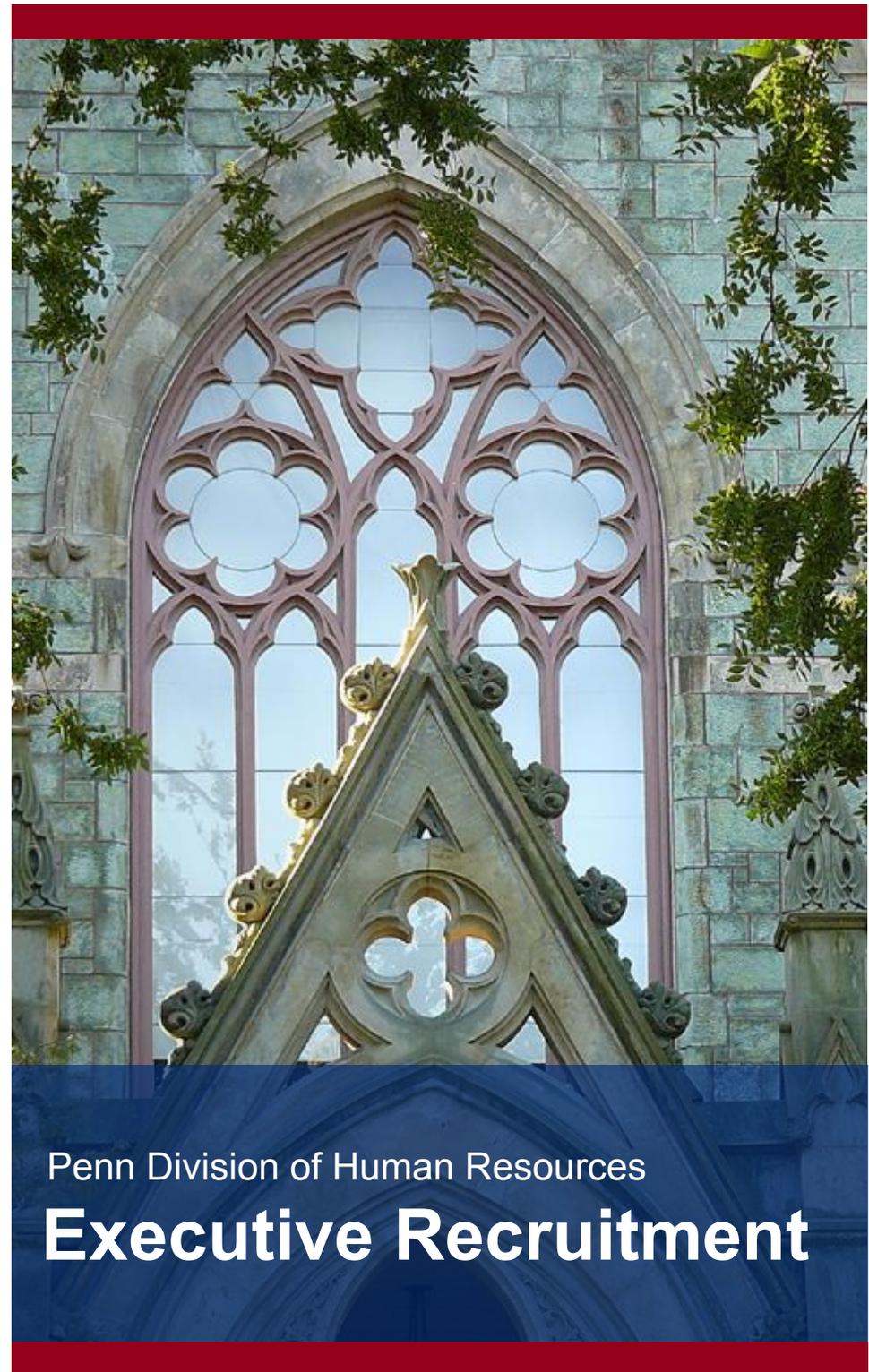
Director of Finance and Administration
School of Social Policy & Practice

Director, Office of Social Equity & Community
President's Center

Director of Sustainability
FRES
EVP

Associate Vice Dean
Development and Alumni Relations
Carey Law School

Comptroller
Division of Finance
EVP



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,
Annenberg School for
Communications

Phases of the search process and how we help

I. Planning

- Meet with hiring manager and stakeholders to establish needs and priorities
- Develop search strategy, including advertising and timelines
- Identify qualities of the ideal candidate

II. Recruitment

- Identify passive candidates
- Develop connections with desirable candidates
- Prescreen candidates and conduct first-round interviews (telephone, video, email, or in-person)

III. Reporting

- Present candidates to hiring manager/search committee
- Help select candidates for interviews
- Continue to present appropriate candidates until search is complete

IV. Interviews

- Coordinate second-round interviews
- Manage search committee scheduling
- Schedule interviews and travel for candidates
- Maintain communication with candidates throughout

V. Selection

- Gather feedback from search committee
- Analyze feedback and candidate profiles to help determine fit
- Facilitate evaluation of candidates
- Assist in selection of the top candidate

VI. Offer

- Assist in offer being approved and extended
- Keep candidate engaged during the onboarding process

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.