

Executive Search Services



OUR MISSION

At University Human Resources (UHR), we are dedicated to providing strategic and responsive services that foster an inclusive and empowering environment for diverse employee experiences. Our work has a positive and far-reaching impact, encouraging employees to innovate and excel in their pursuits. Together, we strive to create a vibrant culture of excellence.

OUR VALUES

Integrity | Collaboration | Innovation | Empowerment

BUILDING OSU'S FUTURE THROUGH EXCEPTIONAL TALENT

Whether launching a full-scale national search or needing targeted support for a key leadership hire, UHR's new Executive Search Team brings expertise, structure, and strategic insight to help attract top-tier talent—at a significantly lower cost than engaging an external search firm.

Why Choose UHR Executive Search Services?

- Dedicated end-to-end support
- Tailored recruitment plan with defined timeline
- Broader talent pool through strategic candidate sourcing
- Streamlined and professional candidate experience

The Executive Search Team is equipped to assist with a wide range of senior-level and leadership searches across the university. These typically include:

Academic Leadership Roles

- Deans and Associate Deans
- Department Chairs and Heads
- Directors of academic programs

Administrative and Executive Positions

- Vice Presidents and Associate Vice Presidents
- Chief Officers (e.g., Chief Diversity Officer, Chief Financial Officer)
- Executive Directors and Senior Directors

Specialized Leadership Searches

- Strategic initiative leads
- Cross-functional leadership roles
- High-impact positions requiring national outreach and tailored recruitment

EXECUTIVE SEARCH SERVICES AVAILABLE

CHOOSE THE SERVICES THAT WILL BEST ALIGN WITH YOUR SEARCH NEEDS

Full-Service Executive Search Package

Base Fee: \$25,000

The comprehensive package includes end-to-end support for executive-level searches, from initial planning through final offer acceptance. Services include:

- Comprehensive intake meeting with the hiring unit.
- Leadership profile and/or position description development.
- Establishment of search project plan in collaboration with the Search Chair and hiring authority.
- Initial screening of application materials to determine the pool of qualified candidates for the search committee.
- Development of a comprehensive sourcing list in collaboration with search committee members, considering both traditional and unconventional candidate career paths.
- Candidate engagement and cultivation. Reaching out to invite individuals to apply.
- Advertising recommendations.
- Assistance with the screening matrix development.
- Communication with candidates throughout the search regarding questions and concerns.
- Support in stakeholder engagement planning.
- Assistance with interview question development.
- Social media review for finalist candidates.
- Consultation regarding offer and compensation.
- Reference checking.
- Offer letter development.

À La Carte Services

Customize your support with the following individual services:

Search Timeline Planning	Development of a detailed, customized search timeline that includes key milestones, deadlines, and responsibilities to ensure a smooth and timely process.	\$1,500	Search Committee Support	Expert guidance on best practices for equitable and effective search processes. Facilitation of committee meetings and development of candidate evaluation tools.	\$2,000
Sourcing Assistance	Targeted support in identifying and engaging passive candidates through strategic outreach, networking, and talent pool development. Ideal for expanding the diversity and quality of your applicant pool.	\$3,000	Reference Checking	Thorough reference checks conducted on finalist candidates including a detailed summary report for the hiring authority	\$1,500
Pre-Screening of Applicant Pools	Review and assessment of all applications to identify top candidates who meet the qualifications and align with the position's goals. A summary of recommended candidates will be provided to the search committee - at different stages of the search.	\$2,500	Offer Negotiation Support	Strategic consultation and support in crafting competitive offer, including salary benchmarking, benefits discussions, and negotiation facilitation to secure top candidates.	\$1,000

Our goal is simple: to help you bring exceptional leaders to Oregon State University.



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Note:

For applicant pools exceeding 40 candidates, an additional fee may apply based on the complexity and volume of the search.

Units are responsible for advertising costs on platforms that require paid postings

Units must designate a point of contact person for each full-cycle search. This individual will coordinate logistics such as scheduling search committee meetings, interview times, and arranging candidate travel. They will support the selection meetings by setting up polls and discussion points.

SEARCH FEE COMPARISON

TOTAL COST SAVINGS: OSU EXECUTIVE SEARCH SERVICES VS. OUTSIDE SEARCH FIRMS

SEARCH TYPE	ESTIMATED TOTAL COMPENSATION	TYPICAL EXTERNAL SEARCH FIRM FEE (33%)	OSU EXECUTIVE	ESTIMATED OSU SAVINGS
Director Level	\$200,000	\$66,000	\$25,000	\$41,000
C-Suite Executive	\$300,000	\$99,000	\$25,000	\$74,000
Academic Dean/Major Academic Leader	\$400,000	\$132,000	\$25,000	\$107,000
High-Impact Scientific/Research Leadership	\$500,000	\$165,000	\$25,000+	\$140,000
Complex Executive Role (VP/Enterprise Function Lead)	\$600,000	\$198,000	\$25,000+	\$173,000

Notes: Figures reflect 33% external vs flat OSU Executive Search fee applied to total compensation. The OSU Executive rate is valid through 07/2026

OUR EXECUTIVE SEARCH SERVICES GO BEYOND TRADITIONAL RECRUITMENT.

This chart shows how we expand every step of the process—from proactive sourcing and in-depth candidate evaluation to tailored committee support and personalized reference checks—delivering a strategic, concierge-level search experience for leadership roles.

SERVICE	RECRUITMENT CURRENT SERVICES	EXECUTIVE SEARCH SERVICES
Search Timeline Planning		✓
Sourcing Assistance:		
Potential advertising sources	✓	✓
Create nomination email		✓
Actively seek out candidates		✓
Create a diverse applicant pool	✓	✓
Create a talent pool that can be sourced for future searches		✓
Pre-Screening of Applicants:		
Screen for MQ's	✓ Veterans review status only at this time	✓
Screen for PQ's and MQ's		✓
Engage in communicating with applicants		✓
Provide Search with only qualified applicants to review		✓
Search Committee Support:		
Help with Search Criteria Matrix set up		✓
Provide/assist with interview questions		✓
Provide/assist with the creation of interview review forms	✓	✓
Assist with on-campus interviews and forums		✓
Reference Checking:		
Personalized reference checks	✓ Depends on the hiring manager	✓
Detailed summary report of references to hiring manager		✓
More in-depth reference checking (social media, Sexual misconduct etc.)		✓

MEET THE EXECUTIVE SEARCH SERVICES TEAM

Our Executive Search Team brings over 25 plus years of experience in human capital and talent management, working collaboratively to identify and place transformative leaders. We combine deep industry insight with a disciplined search approach, ensuring every candidate aligns with our clients' strategic goals and organizational culture.

Together, we operate as trusted partners—leveraging our collective expertise, market knowledge, and commitment to excellence to deliver leadership talent that drives long-term success.



Mary Thompson

Executive Search Services Lead



Claudia Hamilton

Talent Acquisition and Sourcing



Melinda González

Executive Search Support

**Need only a few services? No problem! Our offerings are available à la carte to meet the specific needs of the Search Advisory Committee.*

[Contact the Executive Search Team](#)