



Georgia Tech HR Requirements External Search Firms

Introduction

At minimum, all job postings must contain the brief description of Georgia Tech and our mission, a short summary of the position, a list of job responsibilities, a list of requirements or qualifications, and Equal Employment Opportunity (EEO) statement as shown below. Job description components, including but not limited to position summaries, knowledge, skills, abilities, prior experience, degrees, certifications, and job duties, must have been approved by the GT human resources compensation department.

About Georgia Tech

Situated in Atlanta, Georgia Tech serves over 45,000 students through top-tier programs in engineering, computing, science, business, design, and liberal arts. Our faculty secured over \$1.4 billion in research awards, excelling in fields such as biomedical technology, artificial intelligence, energy, sustainability, and more. Ranked among the top 20 for research and development spending, Georgia Tech is a pioneer in shaping the future.

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Equal Employment Opportunity

As an Equal Opportunity Employer, Georgia Tech fosters a fair and respectful environment. Prohibiting discrimination based on race, ethnicity, gender, religion, and other protected classes, we adhere to federal and state laws, Board of Regents policy, and Institute policy. Our commitment to core values ensures a workplace free from discriminatory practices, promoting integrity, excellence, accountability, and respect.

[Click here for more information](#)

University System Georgia (USG) Mission and Values

Our mission is knowledge: to create it through research, transfer it through teaching, and apply it through service.

[Click here for more information](#)

Recruitment Best Practices

To align with internal guidelines, Georgia Tech prohibits external search firms from actively and directly recruiting current employees from the University System of Georgia (USG). This includes, but is not limited to, sending emails and making phone calls to USG employees for the purpose of encouraging them to apply for the job. This does not include responding to USG employees who may voluntarily reach out to inquire about or apply for a job.

Screening/Interviewing Guidelines

To align with equal opportunity laws, screening and interview questions should focus on candidates' ability to perform the job. Pre-employment inquiries must be justified by business purposes, avoiding discrimination based on protected status. Bona fide occupational qualifications are considered only if essential to business operations. Institutions must uphold [freedom of expression](#), ensuring policies don't unduly burden the free expression rights of students, faculty, and staff.

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