

# Hiring Process Overview When Using a Search Firm

## Search Firm Selection & Requirements

- 1. Approval to Use a Search Firm:** Obtain approval from a senior financial or administrative leader within your department to use a search firm.
- 2. Define the Position:** Collaborate with UAB Talent Acquisition to draft the ideal position description and candidate profile.
- 3. Select a Search Firm:** Follow the guidelines outlined on the “Choosing a Search Firm” tab on the [Search Firm Guidelines webpage](#) to make an informed selection.
- 4. Set Expectations with the Search Firm:**
  - Review HR requirements and communication protocols with the chosen search firm.
  - Ensure that the contract includes expectations for data collection to comply with EEO regulations.
- 5. Establish a Search Committee:** Determine committee members and clearly define their responsibilities.

**Note:** *No executive search aspect can begin without the approval of Central HR Talent Acquisition.*

## Central HR Talent Acquisition Requirements

- 1. Complete the [Compensation Requisition Form \(CRF\)](#):** Submit a CRF to Talent Acquisition to initiate the hiring process.
- 2. Notify Talent Acquisition of Search Firm Usage:** Inform the assigned Talent Acquisition representative if your department decides to engage a search firm.
- 3. Coordinate with the Search Firm:** Talent Acquisition will communicate with the search firm to outline the recruitment process, EEO information requirements, and applicant tracking expectations.
- 4. Job Posting and Resume Handling:**
  - Talent Acquisition will post the position on the UAB job listings website for a minimum of 3 days.
  - Any resumes from the UAB website will be forwarded to the search firm for tracking and further action.

**5. Candidate Submission and Review:**

- The search firm will submit candidate resumes to the hiring manager or search committee chair and notify Talent Acquisition.
- Electronic copies of interviewees' resumes will be sent to Talent Acquisition by the search firm.

**6. Hiring Decision:** The hiring manager or search committee will select and inform the search firm and Talent Acquisition.

**7. Background Check:** The staffing specialist will initiate the background check process for the selected candidate(s).

**8. Final Steps:**

- Once the background check is completed, the staffing specialist will inform the hiring manager or search committee chair.
- The search firm will extend the offer of employment to the selected candidate.
- Talent Acquisition will generate the official UAB offer letter.
- Talent Acquisition will obtain all EEO and applicant information from the search firm to ensure compliance.