RECRUITING & PAR/CRF TERMS

1. The PAR/CRF Request Form

When recruiting a person for a new or vacant position, you will start with the **Position Authorization Request/Compensation Request Form**, or better known as the PAR/CRF. The PAR/CRF is one of UAB Electronic Forms.

These are two separate types of forms contained in one area.

- The Position Authorization Request (PAR) is the form used for positions that will be recruited.
- The Compensation Request Form (CRF) is used for positions that will not be recruited (e.g., reclassifying a job where the employee will retain the same job position number but will have a different job title within the same department).

The Human Resources website has quick guides listed to help you with the initial part of the hiring process — **click here and select "Documentation/Quick Tips."** Once the PAR is completed, your recruiter will contact you.

2. Taleo

The actual recruiting process begins in Taleo, UAB's Recruiting System. Your recruiter will assist you from the beginning of the process through the actual offering of the job to the new hire.

From there, you may be directed to Oracle – UAB's Employee Database.

3. Admin Systems Page

In the Oracle system, an Appoint, Change, Terminate (or ACT) document is necessary to complete the process for the new hire.

4. OIG — When Hiring 02 Temporary or 04 Irregular Status Employees

If you are hiring a Temporary (02) or Irregular (04) status employee, you will need to complete the UAB Recruitment Services OIG Data Form along with other forms. OIG stands for the Office of Inspector General with the U.S. Department of Health and Human Services. The link is on the **Human Resources Forms webpage**. For more information, contact your recruiter.