

This page has been created as a resource to assist departments when it is determined that the services of a search firm will be needed to find the best candidate for a senior staff position. Typically, it is beneficial to contract with a search firm when it is anticipated that the search for candidates will be difficult because of unique job requirements, experience or credentials required for the position.

Basic hiring process if using a search firm. Please see below.

## Search Firm Requirements

- Gain approval to use a search firm by a senior financial, or administrative, contact in your department
- Create the draft outline of the ideal position description and candidate profile
- Make a search firm selection (See [How to Choose a Search Firm](#))
- Review expectations with the selected search firm regarding HR requirements, communications, etc.
- Expectations of data to be collected to meet EEO regulations should be included in search firm contract.
- If creating a search committee decide who will be on the committee
- Identify tasks to be completed by each search committee member

## HR Requirements

- Complete a CRF and send to Recruitment Services
- The department will let the Recruitment Services staff member know if they will be using a search firm
- Once search firm is identified, HR Recruitment Services will contact the search firm to discuss recruitment process, EEO information requirements and applicant tracking
- Position will be posted on UAB job listings website for a minimum of 3 days and any resumes received will be forwarded to search firm for tracking
- Search firm will submit candidate(s) resume(s) to hiring manager, or search committee chair, for review and will notify HR Consultant or Staffing Specialist
- The search firm will forward electronic copies of the interviewees' resumes to the Staffing Specialist
- Hiring manager, or search committee, will make hiring selection and notify search firm, HR Consultant, and Staffing Specialist
- Staffing Specialist will begin background check process
- When background check is returned, Staffing Specialist will notify hiring manager, or search committee chair
- The offer of employment will be made by the search firm
- Recruitment Services generates Recruitment Services Offer Letter
- HR Consultant/Staffing Specialist will obtain EEO and Applicant information from search firm
- Position will be closed

**For comprehensive checklists and more detailed information, please refer to the links on the [Search Firm Guidelines webpage](#), and/or the resources below.**

### UAB Hiring Resources

Office of Human Resources- (205) 934-5321  
Recruitment Services- (205) 934-5246  
HR Campus Consultants- (205) 934-4458  
HR Hospital Consultants- (205) 934-4681  
Hospital Recruiting- (205) 934-4681

[Human Resources website](#)  
[Policies and Procedures Library](#)  
[Faculty and Staff Handbook](#)  
[Faculty Handbook](#)