

Campus Recruitment Process Timeline

Milestone	# of Business Days for Completion	Total Days for Completion
1. Talent Acquisition receives position (after PAR approval) and support staff assigns position to appropriate Recruiter.	1 day	
2. Recruiter posts position to UAB Careers website.	2 days	3 days (Total time to post)
3. Recruiter performs initial screening and sends referrals to hiring department.	5 days <i>Time to review/interview varies based on dept. and may extend recruitment process</i>	8 days (Total time for recruiter to send first batch of referrals)
4. If no response from hiring department, Recruiter sends email asking for status update.	5 days	
5. Once hiring department requests salary offer, Recruiter calculates salary offer range and sends to hiring department.	1 day	
6. Hiring department determines salary offer and submits the Create Offer with offer details.	2 days <i>If proposed hire is a Lateral Transfer or if the salary offer is above max of salary offer range, CRF must be submitted</i>	
7. Once Create Offer with offer details is received from hiring department, Recruiter extends e-offer to applicant.	1 day	3 days (Total time to respond to offer)
8. Once applicant accepts, Recruiter sends request for consent to applicant for background check.	1-3 days <i>Time to complete consent varies based on applicant and may extend recruitment process</i>	3 days
9. Once completed consent is received from applicant, Recruiter initiates background check through integration to vendor.	1 day	
10. Background check at vendor for verification.	7 days Domestic/ 45 days International*	12 days Domestic/ 50 days International* (Total time for background check)
11. Once background is completed, support staff gives background results to Recruiter.	1 day	
12. Hiring department completes applicant dispositions.	1 day	
13. Once dispositions are completed by hiring department, Recruiter closes requisition and support staff submits hire packet to HR Records Administration.	1 day	

**This is typical completion time for domestic and international background screens, turnaround can be faster or slower depending on educational checks and number of county, state, country checks/requirements.*

Updated 5/15/2023