

Requirements to be Met by Search Firms

1. If the search firm will be collecting candidate applications and nominations directly instead of using UNC Charlotte's Applicant Tracking System (NinerTalent), the following will take place:
 - a. UNC Charlotte will post the position opening on its website. However, instead of allowing candidates to apply using NinerTalent, UNC Charlotte will provide either a direct link or instructions on how/where to apply,
 - b. UNC Charlotte will review and approve the position announcement prior to posting,
 - c. UNC Charlotte's EEO/AA tag line will be included in the position announcement (and in any external postings). UNC Charlotte will provide the language for the search firm to use.
2. Voluntary EEO Demographic information: The search firm will ensure that it is requesting the required EEO information needed by UNC Charlotte on all "Qualified" candidates (qualified is defined as those candidates who at least meet the required minimum requirements described in the position announcement). This will include the following information:
 - a. Gender
 - b. Race/Ethnicity
 - c. Disability Status
 - d. Veteran Status
3. The search firm will provide UNC Charlotte a report (or access to requested information) at the end of the search processes that provides EEO demographic information for the following groups:
 - a. All Qualified candidates
 - b. All Seriously Considered/Most Qualified candidates
 - c. All Interviewed Candidates
4. The search firm will provide a list of any external recruitment sources utilized. This will only be for those cases where the position was being posted to the public or to targeted memberships. UNC Charlotte does not expect the search firm to provide specific information on private contacts and communications that they have established and may have utilized to attract candidates to the position.
5. The finalist/selected candidate will ultimately be required to create a candidate profile (including name, contact information, etc.) in NinerTalent in order for Human Resources to seat the finalist/selected candidate in the position for onboarding and new hire purposes. This does not need to happen until the decision has been finalized.
6. The search firm will be responsible for conducting reference checks, background screening, and degree verification for finalists that meet or exceed UNC Charlotte Human Resources requirements. This does not preclude UNC Charlotte from conducting its own checks, screenings, or other verifications.