UTHealth Applicant Tracking System (ATS)

Classified Recruitment

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Objectives:

- Review the workflow steps of the classified requisition and candidate tracking process

- Outline the process for creating classified requisitions

- Follow candidates and know where you are as you progress through the recruiting process

- Communicate resources available to support the classified recruiting process

Classified Posting Process

Resources and Contacts

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CLASSIFIED POSTING PROCESS

CLASSIFIED POSTING PROCESS

Planning

1 Hiring Manager Contacts Recruiter About Open Position via phone, email, or ATS

2 Recruiter Reviews Job Specification and Candidate Profile with Hiring Manager

Sourcing

3 Recruiter Posts Requisition in ATS and Executes Sourcing Strategy

4 Recruiter Reviews & Identifies Applicants for Interview

5 Hiring Manager Selects Candidates and Rejects Candidates They Do Not Wish To Consider Further

Screening & Assessment

6 Hiring Manager Interviews Applicants and Selects Finalist(s)

7 Hiring Manager Notifies Recruiter and Requests Salary Guidance

Offer & Close

8 Recruiter Extends Offer

9 Upon Offer Acceptance, Recruiter Dispositions Remaining Finalists

On-Boarding

10 Recruiter Generates Offer Letter, Verifies Biographics & Initiates Pre-Employment Process

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Hiring Manager Contacts Recruiter About Open Position

Recruiter Reviews Job Specification & Candidate Profiles with Hiring Manager

PLANNING

The Hiring Manager submits a requisition via the ATS system. The Recruiter will contact the Hiring Manager to review job specification, candidate profile, and offer sourcing support. The Hiring Manager and the Recruiter will develop a sourcing strategy that may include some or all of the following:

❑ Understanding the details:
- job specifications
- position profile
- business knowledge required
- competitors
- professional contacts
- etc.

❑ Creating a search timeline and milestones

SOURCING

Recruiter Posts Requisition in ATS and Executes Sourcing Strategy

Recruiter Reviews & Identifies Applicants for Interview

Hiring Manager Selects Candidates and Rejects Candidates They Do Not Wish to Consider

POSTING (REQUISITION)

Recruiter posts requisition, with appropriate screening questions, which initiates Internet advertising, utilizing *INDEED*, UTHealth job posting site, and others depending upon the search complexity and search strategy

ADVERTISING

Internal

Internal job posting is used when a department wants to recruit from within its own department. The posting will not appear on our UTHealth career website, or any other website, and access will only be available via a direct link that is provided by the recruiter to the hiring manager.

External

External advertisement requests for all media should be directed to your Recruiter. Please be aware of the following:

- Applicants *must* apply through UTHealth's career webpage at https://www.jobs.uth.edu

- External advertisements automatically appear on *Indeed.com,* and *Work-In-Texas,* but may include other sites as determined by the sourcing strategy

- All classified positions must be posted on UTHealth's career webpage at https://www.jobs.uth.edu for a *minimum* of five (5) calendar days

SOURCING

Recruiter Posts Requisition in ATS and Executes Sourcing Strategy

Recruiter Reviews & Identifies Applicants for Interview

Hiring Manager Selects Candidates and Rejects Candidates They Do Not Wish to Consider

REVIEWING/IDENTIFYING APPLICANTS

The Recruiter…

- Pre-screens for Hiring Manager by reviewing completed applications and documentation for each candidate for requirements determined in sourcing phase

- Identifies and recommends the screened candidates to the Hiring Manager and supports the Hiring Manager throughout the hiring process from start to finish

The Hiring Manager…

- Reviews remaining candidates and rejects candidates they no longer wish to consider by dispositioning them in the ATS as "Not Hired" with the appropriate rejection reason

- Requests support from the recruiter if additional candidates are required, or if additional screening is needed

REVIEWING APPLICANTS

Log in to the Applicant Tracking System using your UTHealth username and password.
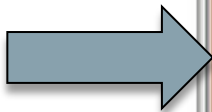
REVIEWING APPLICANTS

Review Active Requisition List

After your requisition has been submitted, reviewed, and filtered by Human Resources, you will then be able to view it in your list of active positions after you login. To view applications for a specific position, click on **View** underneath the position title.

View Active

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active

29 Records

▽ Position Title	▲ Requisition Number	▲ Active Apps In Process	▽ Job Open Date	▽ Department	▽ Posting Status
Risk Hiring Manager View	130433 Get Reports List	1	04-10-2013	Human Resources	On Hold -

REVIEWING APPLICANTS

Submitted Applications

You will be able to view the application and any of the following, if attached:

- CV/Resume
- Other pertinent letters, recommendations, list of accomplishments, etc.

During the application process, we now also provide applicants with the opportunity to submit biographical data to support compliance with OFCCP guidelines.

- After the applicant successfully applies, he/she will receive an email thanking them and confirming that their application has been received.

- An applicant can only be considered for the positions to which they applied.

- *It takes less than 10 minutes to apply to a classified position on our website.*

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REVIEWING APPLICANTS

Review Individual Applicant's Application and Documents

Review the application, resume/C.V., and any other submitted documents for each applicant and determine which applicants you wish to interview.

After you review each of the applicant's documents, update the applicant's status to denote their current status within the recruiting process.

REJECTING APPLICANTS

Update Applicant Status

Why a Status Change is Needed

As the applicant moves through the selection process, the status is updated so that the Hiring Manager and others involved in the hiring process can review where the applicant is in the process.

A change in status will **not** result in a communication to the applicant ***unless*** the status is changed to **"not hired"**.

REJECTING APPLICANTS

Select Reason Code

Change Applicant Status

Name	Documents	Status	Reason
Moore, Stanford View Candidate Profile		Not Hired	Choose Option Below:

Choose Option Below:
Not Interviewed due to accepted other position
Not interviewed due to not completing recruitment/interview process
Not interviewed due to applicant withdrew application
Not interviewed due to availability to start not compatible with department?s needs
Not interviewed due to desired work schedule or status not consistent with department?s needs
Not interviewed due to falsification of application
Not interviewed due to other Candidates' quals more closely match dept's needs -Comm./Interpersonal
Not interviewed due to other Candidates' quals more closely match dept's needs -Education
Not interviewed due to other Candidates' quals more closely match dept's needs -Research Experience
Not interviewed due to other Candidates' quals more closely match dept's needs -Clinical Exper.
Not interviewed due to other Candidates' quals more closely match dept's needs -License/Certific.
Not interviewed due to other Candidates' quals more closely match dept's needs -Teaching Exper.
Not interviewed due to other Candidates' quals more closely match dept's needs -Type of Work Exper.
Not interviewed due to other Candidates' quals more closely match dept's needs -Yrs. of Work Exper.
Not interviewed due to salary requirement exceeds budget/position range
Not interviewed due to visa clearance/sponsorship issue or not authorized to work in the U.S.
Interviewed but applicant accepted other position
Interviewed but applicant did not complete recruitment/interview process
Interviewed but availability to start not compatible with department's needs
Interviewed but desired work schedule or status not consistent with department's needs
Interviewed but not hired due to falsification of application
Interviewed but other Candidates' quals more closely match department's needs -Comm./Interpersonal
Interviewed but other Candidates' quals more closely match department's needs -Education
Interviewed but other Candidates' quals more closely match department's needs -Research Experience
Interviewed but other Candidates' quals more closely match department's needs -Clinical Experience
Interviewed but other Candidates' quals more closely match department's needs -License/Certification
Interviewed but other Candidates' quals more closely match department's needs -Teaching Experience
Interviewed but other Candidates' quals more closely match department's needs -Type of Work Exper.
Interviewed but other Candidates' quals more closely match department's needs -Yrs of Work Exper.

CONTINUE TO CONFIRM PAGE >>   RES

Remember:

If at any point you determine the applicant will **not** move forward in the selection process, you may change their status to "**Not Hired**" and select the most appropriate reason by clicking the drop down arrow in the "Choose Option Below" field.

This status change **WILL** result in an email notifying the applicant that he/she is no longer being considered for the position.

REJECTING APPLICANTS

Dispositioning Email -- Example

Below is an example of an email sent to an applicant or candidate who is no longer being considered for the position.

> Your application is no longer being considered by UTHealth for the position of [position title]. Thank you for your interest in UTHealth.
>
> Regards,
> *Human Resources*

SCREENING AND ASSESSMENT

Hiring Manager Interviews Applicants & Selects Finalist

Hiring Manager Notifies Recruiter & Requests Salary Guidance

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SELECT FINALISTS

After rejecting applicants and narrowing the selection pool, the Hiring Manager will disposition remaining candidates in the system as "Finalists."

Finalists should <u>not</u> be dispositioned as "Not Hired" until **<u>after</u>** the candidate that is selected for hire **has accepted** an offer of employment.

OBTAIN SALARY GUIDANCE

After interviewing applicants and narrowing the selection pool, the Hiring Manager will disposition remaining candidates in the system as "Finalists."

The Hiring Manger will contact the Recruiter and request salary guidance. Upon review of the salary guidance the hiring manager will review their existing staff and consider any internal equity issues before approving offer amount.

Finalists should <u>not</u> be dispositioned as "Not Hired" until **<u>after</u>** the candidate that is selected for hire **has accepted** an offer of employment.

OFFER AND CLOSE

Recruiter Extends Offer

Upon Offer Acceptance, Recruiter Dispositions Remaining Candidates

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RECRUITER EXTENDS OFFER

The Hiring Manager crafts an offer based on salary guidance, internal equity, etc. and authorizes the recruiter to extend the offer.
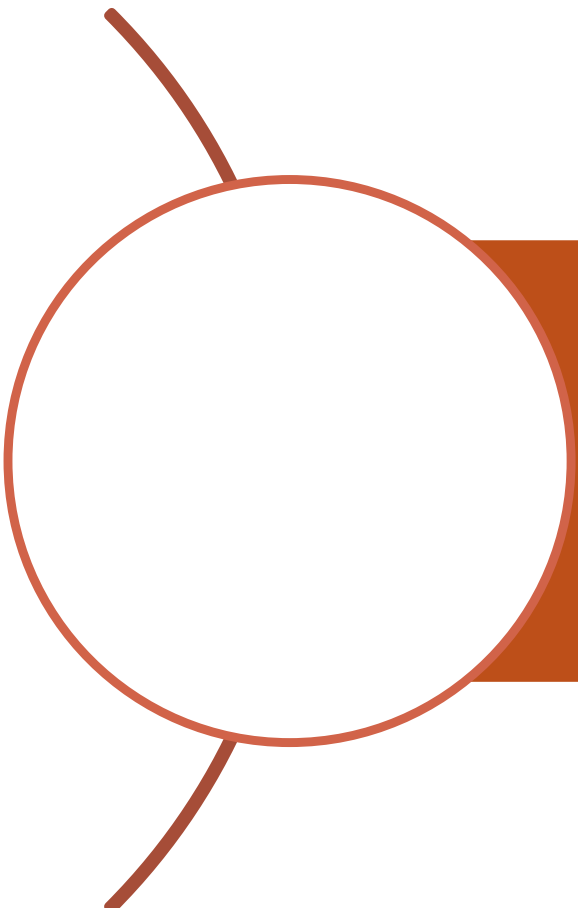
Upon salary approval, the recruiter will extend an offer to the Finalist and notify the Hiring Manager of the outcome.

REMAINING FINALISTS DISPOSITIONED

Once the candidate has accepted the offer of employment, the recruiter changes the requisition to "Closed" status.

If the Finalist declines the offer the recruiter requests an alternate from the Hiring Manager. If none exists the sourcing activity resumes and the requisition status is changed back to "Posted Regular."

ON-BOARDING

Recruiter Generates Offer Letter, Verifies Biographics & Initiates Pre-Employment Process

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ONBOARDING

The Recruiter…

Confirms biographical information with the applicant and enters it into the ATS and the pre-employment process begins which consists of the following activities

- Employment verification (This is not a reference check. Reference checks are done by the department upon Finalist selection).
- Background check and Health Screening (UTHealth Services)
- New Hire paperwork
- Badge creation

The Hiring Manager…

Begins onboarding activities for the employee at the department level

Note: At least (10) business days, prior to the desired start date, are required to ensure timely processing and to avoid a delayed start date.

PRE-EMPLOYMENT ACTIVITIES

All candidates selected for hire must complete the pre-employment process and receive authorization from HR before they can start work.

Authorization is provided after the selected candidate does the following:
- clears the background check
- clears the health screening
- completes required employment documentation, including an I-9 form

Internationals must also receive clearance from the Office of International Affairs before they can start work. Visa issues and foreign educational verification may affect start date.

Licensure/credentialing requirements for specific positions may delay start date.

Upon successful completion of the pre-employment process, an email will be generated from HR to the hiring department advising that employment is authorized. The Hiring Manager should initiate appropriate onboarding activities and measures for the new hire to ensure a smooth transition into our organization.

RESOURCES & CONTACTS

RESORCES

Below are helpful resources that can be referred to in assisting in the classified recruitment process.

- Classified Recruitment Resource webpage
- HR Employment Services' Team
- "How Do I Hire a New Employee?"
- "How Do I Onboard a New Employee?"

Classified Recruitment: 713-500-3130