UTHealth Applicant Tracking System (ATS)

Executive/Management A&P Recruitment
Session Objectives:

• Review the workflow steps of the Management A&P requisition and candidate tracking process
• Outline the process for creating Management A&P requisitions
• Follow candidates as they progress through the hiring process
• Recognize the end of the hiring process and steps to close the requisition
• Communicate resources available to support the Management A&P talent acquisition process
STANDARD MANAGEMENT A&P POSTING PROCESS

Prep
1. Log In to the Applicant Tracking System (ATS)
2. Create a Management A&P Requisition
3. Advertise Externally as Needed

Search
4. Select Search Committee and Chair
5. Review Applicants and Identify Candidates
6. Interview Candidates
7. Recommend Finalists to Hiring Manager
8. Interview Finalist and Make Selection

Close
9. Disposition Remaining Finalists
10. Close the Requisition
PREP

Log in to the Applicant Tracking System

Create a Management A&P Requisition

Advertise Externally as Needed
Log in to the Applicant Tracking System using your UTHealth username and password.
PREP

Log in to the System

Create a Standard Management A&P Requisition

Advertise Externally as Needed
CREATE A STANDARD MGMT. A&P REQUISITION

To initiate a Management A&P Requisition, from the left menu, under Create Requisition, click FROM TEMPLATE.

Reminder: Prior to posting a position, obtain the appropriate approval to hire based on your school/department’s procedure.
CREATE A STANDARD MGMT. A&P REQUISITION

Select **Management A&P** from the drop down box for the Job Category.

Enter job code or job title obtained from HR Compensation website.
On the next screen, click **Create** for the type of position being created. This information will auto-populate. For a standard Management A&P requisition, click **Create** below **Management A&P Position**.

### Create from a Template

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Bookstore</td>
<td>NA</td>
</tr>
</tbody>
</table>

- Director, Bookstore: Create
To create a requisition, first complete the information on this screen, then click Continue to Next Section. Proceed through all sections completing all necessary information. To submit the requisition to human resources, you must click on the Continue to Next Section button from the last section. Once a summary page appears, select the Submit button and click Continue. Your requisition will not be saved/submitted until you see the confirmation page and click the Confirm button.

Fields in blue are fields that will display to applicants.

*Required information is denoted with an asterisk.*

<table>
<thead>
<tr>
<th>Application Types Accepted</th>
<th>Candidate Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Not Here, Who is the Position Replacing?</td>
<td></td>
</tr>
<tr>
<td>Requisition Number</td>
<td>72951180184</td>
</tr>
<tr>
<td>Job Title</td>
<td>Director, Bookstore</td>
</tr>
<tr>
<td>Job Code</td>
<td>0184</td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Job Classification</td>
<td></td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>FTE</td>
<td></td>
</tr>
</tbody>
</table>
The description of the position being posted should be placed in the field to the right of “Additional Summary Specific to Job.”
In the “Comments” section at the bottom of the page, you should enter the official Position Title. This title will be used for the job posting.

After completing all necessary information, click **Continue to Next Page**.
Posting Specific Questions

You can add questions to the requisition in order to screen potential applicants.
CREATING A STANDARD MGMT. A&P REQUISITION

Attach Documents

Notice the “Posting Documents” tab where you will later upload the following documents before closing the requisition.

- Search Committee information sheet (recommended)
- Copy of any advertisement if applicable
CREATE A STANDARD MGMT. A&P REQUISITION

Review the Requisition

Review the requisition for accuracy.

If you need to make a change or edit the requisition, select EDIT to return to the requisition.

Select Submit for Approval and click CONTINUE if you are satisfied with the requisition.

HR will review and post the requisition.

All Management A&P job postings will remain open for a minimum of ten 10 calendar days.
PREP

1. Log in to the System
2. Create a Standard Management A&P Requisition
3. Advertise Externally as Needed
• All Management A&P positions must be posted on UTHealth’s career webpage at https://jobs.uth.tmc.edu for a minimum of ten (10) calendar days.

• Posting on UTHealth’s career webpage ensures that the job will also be posted on WorkinTexas.com as required by law.
ADVERTISING – EXTERNAL POSTINGS

Language Requirements for External Advertisements

• Minimum language **required**: “EOE/M/F/Disabled/Vet.”

• **Preferred** language: “UTHealth is an EEO/AA employer. UTHealth does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, genetics, disability, age, or any other basis prohibited by law. EOE/M/F/Disabled/Vet.”

Other Requirements

• All external advertisements must direct potential applicants to apply through UTHealth’s career webpage at [https://jobs.uth.tmc.edu](https://jobs.uth.tmc.edu).

• Applicants **must** be informed that only applications received through the online system will be considered.

• Management A&P positions posted externally must be posted on [https://jobs.uth.tmc.edu](https://jobs.uth.tmc.edu) for a minimum of ten (10) calendar days.
SEARCH

Select Search Committee and Chair

Review Applicants & Identify Candidates

Interview Candidates

Recommend Finalists to Hiring Manager

Interview Finalists and Make Selection
REVIEW APPLICANTS

Three Key Activities

- The Search Committee reviews completed applications and documentation for each candidate that has been prescreened by the HR Talent Acquisition Specialist
- Search committee identifies the candidates to be interviewed
- Candidate’s status is updated after review in ATS
After your requisition has been submitted and reviewed 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.
REVIEW APPLICANTS

Submitted Applications

If the applicant has successfully submitted an application, you will be able to view the Profile/Contact Form 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 demographic data to support compliance with federal guidelines.

After the applicant successfully applies, he/she will receive an email thanking them and confirming 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 Management A&P position on our website.
Thank you for applying for the Management A&P Position and for your interest in the University of Texas Health Science Center at Houston.

Your application materials were successfully received. You will be contacted if additional information is needed or the search committee wishes to request an interview.

You may view the status of the position by returning to this site and using your personal username and password.

We invite you to follow the latest university updates and breakthroughs breaking on Twitter [https://twitter.com/UTHealth](https://twitter.com/UTHealth) and by visiting the university's official Facebook page: [https://www.facebook.com/UTHouston](https://www.facebook.com/UTHouston)

Thank you,
Human Resources
The University of Texas Health Science Center At Houston
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 talent acquisition process.
SEARCH

- Select Search Committee and Chair
- Review Applicants & Identify Candidates
- Interview Candidates
- Recommend Finalists to Hiring Manager
- Interview Finalists and Make Selection
**INTerview & Select Finalists**

**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**.”

![Change Applicant Status](image)
INTERVIEW & SELECT FINALISTS

Select Reason Code

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.
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
SEARCH

Select Search Committee and Chair

Review Applicants & Identify Candidates

Interview Candidates

Recommend Finalists to Hiring Manager

Interview Finalists and Make Selection
Select Finalists

All finalists should be dispositioned in the system as “finalists.”

Finalists should not be dispositioned as “not hired” until after the candidate that is selected for hire has accepted an offer of employment.
**SEARCH**

1. Select Search Committee and Chair
2. Review Applicants & Identify Candidates
3. Interview Candidates
4. Recommend Finalists to Hiring Manager
5. Interview Finalists and Make Selection
The Hiring Manager works with the Talent Acquisition Specialist to make a wage/salary determination.
Human Resources extends the offer and obtains hiring details.

Pre-employment questions are asked by Human Resources to generate post-hire details.

The pre-employment process is initiated.
Below are helpful resources that can be referred to in assisting in the Management A&P Talent Acquisition process.

- Hiring and Recruiting Resources Website
- Classified Recruitment Website
- Talent Acquisition Team Website

Executive Talent Acquisition Specialist

- 713-500-3139