Partnering with Human Resources during the Grant Process
Goals are to:

- Enable you to be successful in both application and post award implementation.
- Identify important measures and give guidance in partnering with UTHealth’s Human Resources.
Overview

- Why connect with Human Resources in the Grant Process? Your most critical need is human capital – employees!
- Human Resources, as a Partner can provide critical employee planning information
Human Resources Information to consider in the Grant Process

Planning and Assessing Needs – how do I know positions I will need to hire?

Evaluate and Classify (Define) the Position – why is this important?

Recruitment & Attracting – who can help me with this?

Selection, Onboarding, Training – how should I plan for this?

Setting Expectations, Manage Performance – successful employees = success research!

Screening & Interviewing - attention & timeline involved in this?
Why do you need to plan and assess staff needs in the grant process?

Questions to ask/things to consider:


Human Resources can refer to other models in place.

Why is an organizational chart necessary?

Compensation Services Classified Pay Plan
(https://www.uth.edu/hr/department/compensation/index.htm)
Why the need to Evaluate and Classify a position?

- Evaluation through UT Health’s Compensation and Employment Services is based upon information you provide
  - Get accurate information
  - Complete all appropriate forms, see:
    - [https://www.uth.edu/hr/documents/hr-forms.htm](https://www.uth.edu/hr/documents/hr-forms.htm)
Electronic job posting and candidate process

Attracting the right people for the job--what can you do?

Partner with UTHealth Recruiting.
  - Know what you are looking for, communicate this and use key words in job posting for advertising position.

The best description appears like an employee’s first performance review
Grant Process

How to describe what staff you need?

- Match the right skills from the critical information provided.

- Partner with Human Resources’ experts to clarify your needs and requirements.

- Use key words to screen for specifics, articulate examples of knowledge necessary.
Interviewing for the position

- Use the behavioral based interviewing model.
- Evaluate candidates: do you have a fair and consistent method?
- What do I need to know to be in compliance -- Fair Labor and Hiring Practices-EEO?
- How to prepare for the interview. Know what to ask.

Tools available for your reference.
- Behavioral-Based Interviewing Techniques.
- Learn2Succeed web based
<table>
<thead>
<tr>
<th>Staff Positions – New Hire</th>
<th>Recruiters provide a <strong>salary guidance range</strong> to the department for a new hires and promotions based on experience and education for posted positions.</th>
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</thead>
<tbody>
<tr>
<td>Staff Positions – Promotion in place and Reclassification</td>
<td>Compensation provides a salary guidance range based on experience and education.</td>
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<tr>
<td>Employee Transfers</td>
<td>Consult with HR for additional measures that need to be taken into account: background, verifications, visa, etc.</td>
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<tr>
<td>International Work Visa</td>
<td><strong>International work visa</strong> requires steps and timeline clearance to work. Human Resources can help coordinate with the Office of International Affairs.</td>
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Grant Process
Making the Offer

Human Resources’ Responsibility
- Make the offer
- Credential, education, work history verification, drug screen, criminal and sanction checks, etc.
- Schedules Pre-Employment and New Employee Orientation

Hiring Managers’ Responsibility
- Reference checking
- Department on-boarding, compliance and training
- Set performance expectations
- Prepare on-boarding checklist and timeline
Grant Process for your new employees!

- Complete department check-list
- Training
  - Complete all job related training for all current and new employee staff
  - Compliance Training
- Discuss performance expectations
  - Review forms
  - Review timelines
Grant Process
Expectations and Performance

Managing Staff Performance

- Review Human Resources website for tools:
  - [https://www.uth.edu/hr/index.htm](https://www.uth.edu/hr/index.htm)
    - Merit program information
    - HOOP policies
    - Learn2Succeed
    - Perform2Achieve System
What about regulatory measures?

If HR is involved too late, you may be bound by your submission to funding agency.

What happens if I get it wrong? Delays? Non-funding?

Have I allowed for deficiency in skills?

How much time do I need to train the new employee?

Will work be accomplished?
Helpful Links

Human Resources: 713.500.3130
https://www.uth.edu/hr/

Compensation:
https://www.uth.edu/hr/department/compensation/index.htm

Manager’s Resources:
https://www.uth.edu/hr/resources/manager-resources/manager-resources.htm

Learning and Development:
https://www.uth.edu/hr/department/learning-and-development/index.htm
Human Resources is here to consult and partner with you to make the process easier and more efficient.