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 UTHHealth’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
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 Talent Acquisition 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)
Recruitment and Attracting

- Electronic job posting and candidate process – Taleo System use.
- 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>
</tr>
<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
• Candidate selection/dispense; 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
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
Human Resources Can Help You!

- 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?
- What about regulatory measures?
- 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
Thank you

- Human Resources is here to consult and partner with you to make the process easier and more efficient.