New Investigator Development Program

**Classified Staff Hiring Process** – Karen Motsinger, Talent Acquisition, Office of Human Resources

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**Introductions**

- Compensation
- Talent Acquisition
- Employee Services

UTHealth
Hiring Team

Acquiring the right talent for your department is a team effort.

Hiring Lifecycle

Applicant is hired! → Hire appropriate job → Pre-Employment process → Post, Source & screen applicants → Extend offer → Interview talent → Applicant is hired!
Identifying the Right Job

• Important to post the right position: fit the need, as well as EEO implications in search.

• Implications of not utilizing the right job

Sourcing & Screening Talent

• Understand the key competencies needed

• Work with Talent Acquisition to help pre-qualify applicants

• Data Management Techniques

• Veteran recruitment

• Social media’s role in recruitment process

• Market conditions
Interviewing Talent

- Applicant experience is critical
- We are marketing UTHealth
- You are critical in creating UTHealth’s reputation
- Consistency
- Timely follow up
- Everyone you meet is a potential employee; or patient, student, or donor!

Extending the Offer

- What influences the salary guidance
- How to utilize your salary range
- Considerations when determining the salary offer
- Congratulate possible new hire upon acceptance
Pre-Employment Process

- How the salary guidance impacts the pre-employment process
- Candidate communication and touchpoints
- Manager communication and touchpoints
- New hire & hiring manager play critical roles in the process
Applicant is Hired

- Creating a positive new hire experience
- Utilize pre-employment checklist provided with clearance email
- Continue creating a positive experience for the new hire