Grants 101: New Investigator Development

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

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Introductions

- Compensation
- Talent Acquisition
- Employee Services
Acquiring the right talent for your department is a team effort.
Hiring Lifecycle

- Hiring Need
  - Applicant is Hired!
  - Pre-Employment process
  - Post, Source & screen applicants
  - Interview talent
  - Extend offer
  - I.D. appropriate job

UTHealth
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; your Recruiter can talk about current labor market trends.

- Work with Talent Acquisition to help pre-qualify applicants

- Data Management Techniques – changing applicant status

- Veteran & Individuals with Disabilities 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; Human Resources “Onboarding Ambassador” role

• Manager communication and touchpoints

• New hire & hiring manager play critical roles in the process
# Pre-Employment Process

## View Offer

<table>
<thead>
<tr>
<th>Status</th>
<th>Accepted</th>
</tr>
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<tbody>
<tr>
<td>Extended</td>
<td>Dec 18, 2020</td>
</tr>
<tr>
<td>Start Date</td>
<td>Jan 25, 2021, 8:00 AM</td>
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<tr>
<td>Expiration Date</td>
<td>Dec 21, 2020, 9:37 AM</td>
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<td>Created on</td>
<td>Dec 18, 2020</td>
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<tr>
<td>Maximum Salary</td>
<td>77,076.00</td>
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<tr>
<td>Job Code</td>
<td>4437 - Research Coordinator III</td>
</tr>
<tr>
<td>Official Job Title</td>
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</table>

## General Terms

- Research Coordinator II
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
Thank you

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