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

1. Hiring Need
2. I.D. appropriate job
3. Post, Source & screen applicants
4. Extend offer
5. Interview talent
6. Pre-Employment process
7. 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 – potential delays caused. Ask question up front: how flexible on level of role to be filled?

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

• Compliance & Data Management Techniques – changing applicant status

• Veteran & Individuals with Disabilities recruitment. High priority for UTHealth!

• Social media’s role in recruitment process and how you can help

• Market conditions on certain roles and skills
Interviewing Talent

- Applicant experience is critical/highly competitive labor market
- 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
Applicant is Hired

- Creating a positive new hire experience
- Utilize pre-employment checklist provided with clearance email, communication and your part in this process
- Continue creating a positive experience for the new hire

Thank you

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