Grants 101: New Investigator Development

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

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Introductions-HR

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

1. Hiring Need
2. Post, Source & screen applicants
3. Pre-Employment process
4. Interview talent
5. Extend offer
6. Applicant is Hired!
7. I.D. appropriate job

UTHealth
Hiring Process

Department

- Enters requisition into ATS.
- Requisition submitted to TA

Talent Acquisition

- Review requisition
- Work with Hiring Manager to determine recruitment & posting strategy
- Post/List position

- Review submissions
- Moves successful applicants to next step in process
- Work with Hiring Manager to determine recruitment & posting strategy
- Post/List position

- Apply online through ATS
- Review submissions utilizing compliant data management techniques
- Screen applicants
- Forward submissions to HM

- Department will schedule interviews
- Conduct Interviews
- Disposition applicants not moving forward
- Feedback to TA regarding applicants
- Make hiring selection
- Submit request for Salary guidance to TA

- Review submissions
- Moves successful applicants to next step in process

- Verbal extend offer
- Create offer letter in ATS

- Approve salary offer amount for offer

- Make hiring selection
- Submit request for Salary guidance to TA

- Work with applicant to ensure accurate work history
- Creates salary guidance and sends guidance to department for approval

- Review submissions
- Moves successful applicants to next step in process

- Accept position
- Initiate pre-employment process

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Identifying the Right Job

• Important to post the right position: fit the need, as well as EEO implications in search. Are you focused on the core responsibilities aspects of role?

• Implications of not utilizing the right job – potential delays caused. Ask question up front: how flexible on level of role to be filled? What are budget influencers? Full time, part time, benefits cost factors?
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! See Human Resources’ website and Manager Minute publication for further resources.

• 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.

• Prepare! See Human Resources’ website and recent Manager Minute publications for resources on how to prepare the candidate, prepare as Interviewer, Interview Do’s & Don’ts, and best practice Behavioral Based Interviewing Technique.

• Compliance & Retention Reminders.

• We are marketing UTHealth; You are critical in creating UTHealth’s reputation! Everyone you meet is a potential employee; or patient, student, or donor!

• Consistency; Timely follow up.
Extending the Offer

• Human Resources extends all Classified position offers. We work with Hiring Manager and administrative team for position and salary approvals.

• What influences the salary guidance; how to utilize your salary range. Considerations when determining the salary offer.

• Be prepared for negotiation in today’s labor market. Think of non-financial influencers, such as opportunity to work with new technology, learning new skills and mentorship obtained, growth potential, knowledge embarked by working with team, etc.

• Congratulate possible new hire upon acceptance.
Pre-Employment Process

• How the salary guidance impacts the pre-employment process; verifications completed by Human Resources. Foreign education evaluation needed for those with education outside US.

• Candidate communication and touchpoints; Human Resources’ “Onboarding Ambassador” role, International Affairs (when applicable), & Talent Acquisition team member.

• Manager communication and touchpoints.

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

## View Offer

### Offer 1 (Current)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Status</td>
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<td>4437 - Research Coordinator III</td>
</tr>
<tr>
<td>Official Job Title</td>
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</table>

## General Terms

- UTHealth
Applicant is Hired

• Creating a positive new hire experience, University's New Employee Orientation, as well as Department’s Orientation and training plan.

• 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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