Grants 101: New Investigator Development

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

January, 2024
Introductions-HR

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

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

**Department**
- Enters requisition into ATS.
- Requisition submitted to TA.
- Review requisition.
- Work with Hiring Manager to determine recruitment & posting strategy.
- Post/List position.
- 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.

**Talent Acquisition**
- Review requisition.
- Work with Hiring Manager to determine recruitment & posting strategy.
- Post/List position.
- Review submissions utilizing compliant data management techniques.
- Screen applicants.
- Forward submissions to HM.
- Work with applicant to ensure accurate work history.
- Creates salary guidance and sends guidance to department for approval.
- Verbally extend offer.
- Create offer letter in ATS.

**Applicant**
- Apply online through ATS.
- Accept position.
- Initiate pre-employment process.
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 the role?

• Implications of not utilizing the right job – potential delays caused. Ask questions up front: how flexible on level of role to be filled? What are budget influencers? Full-time, part-time, benefit’s 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; introduction to our new Phenom AI system utilization

- Compliance & Data Management Techniques – changing applicant status

- See Human Resources’ website and Manager Minute publications for resources on your responsibilities for hiring US Veterans & Individuals with Disabilities

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

- Market conditions on certain roles and skills
62% of professionals lose interest in a role if they don’t hear back within 2 weeks.

Reviewing applicants within the first 24-48 hours is crucial.

30% of applicants declined jobs in the interview process because they accepted another offer.

New Process

Old Process
In today’s market, the candidate experience cannot be understated.

A positive candidate experience encourages silver and bronze medalists to apply again in the future and also to speak positively about UTHH among their peers.

To Consider:
- Job Posting
- Transparent Process
- Timeliness
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; they could be or have been a 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.
HR members on social media and professional networking platforms are coaching candidates to negotiate their offer. This does not indicate a lack of interest or excitement.

Applicants have several things to consider during the offer process:
- Salary
- Benefits
- Work Culture
- Work Location

1/3 of all offers in FY23 were negotiated.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Accepted</td>
</tr>
<tr>
<td>Extended</td>
<td>Dec 18, 2020</td>
</tr>
<tr>
<td>Start Date</td>
<td>Jan 25, 2021, 8:00 AM</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>Dec 21, 2020, 9:37 AM</td>
</tr>
<tr>
<td>Created on</td>
<td>Dec 18, 2020</td>
</tr>
<tr>
<td>Maximum Salary</td>
<td>-</td>
</tr>
<tr>
<td>Job Code</td>
<td>4437 - Research Coordinator III</td>
</tr>
<tr>
<td>Official Job Title</td>
<td>Research Coordinator III</td>
</tr>
</tbody>
</table>

### General Terms

- Nov 17, 2020
- 77,076.00
- Research Coordinator II
Creating a positive new hire experience includes the University's New Employee Orientation, as well as your Department’s Orientation and training plan.

Utilize the 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

Questions/Comments?
Need one-on-one guidance?

Contact:
Karen D. Motsinger
Talent Acquisition Consultant
Office of Human Resources
7000 Fannin, Suite 150, Houston, TX 77030
713.500.3111 phone
Karen.D.Motsinger@uth.tmc.edu