



New Investigator Development Program

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

January 15, 2019

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Introductions

- Compensation
- Talent Acquisition
- Employee Services

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Hiring Team

Acquiring the right talent for your department is a team effort

Hiring Department

Applicant Compensation

Employee Services Talent Acquisition

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Hiring Lifecycle

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    graph TD
      HN[Hiring Need] --> AH[Applicant is Hired!]
      HN --> ID[I.D. appropriate job]
      ID --> PSS[Post, Source & screen applicants]
      PSS --> IT[Interview talent]
      IT --> EO[Extend offer]
      EO --> PE[Pre-Employment process]
      PE --> AH
    
```

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Identifying the Right Job

- Important to post the right position
- Implications of not utilizing the right job

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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

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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!

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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

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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

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Pre-Employment Process

Bonilla, Karla V. applied for requisition:

Patient Access Representative - Pediatric Surgery / Houston Medical Center (1800000C)

Job Submission | Attachments | Tasks | Offers | History

Bonilla, Karla V.

ID 76211
 Required 1 / 1
 Assets 1 / 1
 Step Hire
 Status Hired

Other Submissions
 Active (0)
 Inactive (1)

Language English
 Creation Date Feb 13, 2018
 Latest Submission Medium Online
 Source Give 'Referral' Explanation
 Submission Type External

Are you related by blood or marriage to any employee of UTHealth or UT System Board of Regents?
 No

Have you ever been or are you currently employed by UTHealth?
 No

If yes, please provide dates of employment, title, and department/school:
 \$17.50 to \$18.50 an hour
 Salary Expectation:
 \$18 an hour

New Hire Checklist:

Background Check	Drug Screen
Clear	Clear
Badge	Health
Initiated	Clear
OIA	UTPD
Not Required	Initiated
ID	
Initiated	
Credentials	
Initiated	

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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