



## Grants 101: New Investigator Development

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

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## Introductions

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Compensation

Talent Acquisition

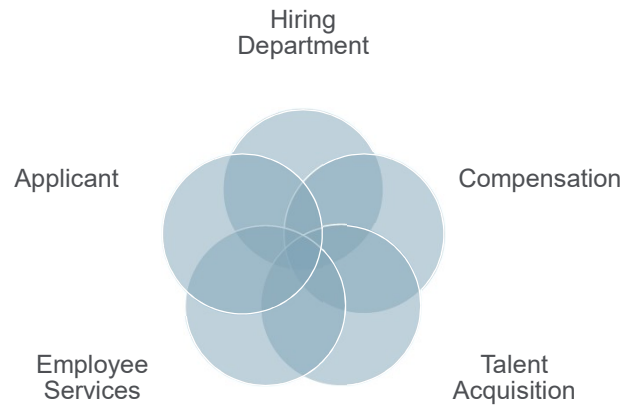
Employee Services

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## Hiring Team

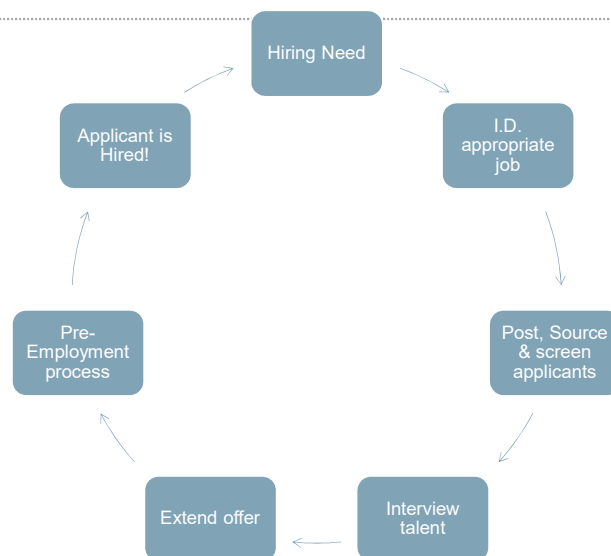
Acquiring the right talent for your department is a team effort



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## Hiring Lifecycle



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## Identifying the Right Job

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- 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?

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## Sourcing & Screening Talent

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- 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

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## Interviewing Talent

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- 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!

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## Extending the Offer

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- 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; Human Resources “Onboarding Ambassador” role
- Manager communication and touchpoints
- New hire & hiring manager play critical roles in the process

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## Pre-Employment Process

REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

View Offer Highlight Differences

Offer 1 (Current) 0 Requisition

Top Section

Status	: Accepted	-
Extended	: Dec 18, 2020	-
Start Date	: Jan 25, 2021, 8:00 AM <input type="checkbox"/> Tentative	-
Expiration Date	: Dec 21, 2020, 9:37 AM	-
Created on	: Dec 18, 2020	Nov 17, 2020
Maximum Salary	: -	77,076.00
Job Code	: 4437 - Research Coordinator III	-
Official Job Title	: Research Coordinator III	Research Coordinator II

General Terms

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## Applicant is Hired

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- 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

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## Thank you

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