



Grants 101: New Investigator Development

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

January, 2024

Introductions-HR



Compensation



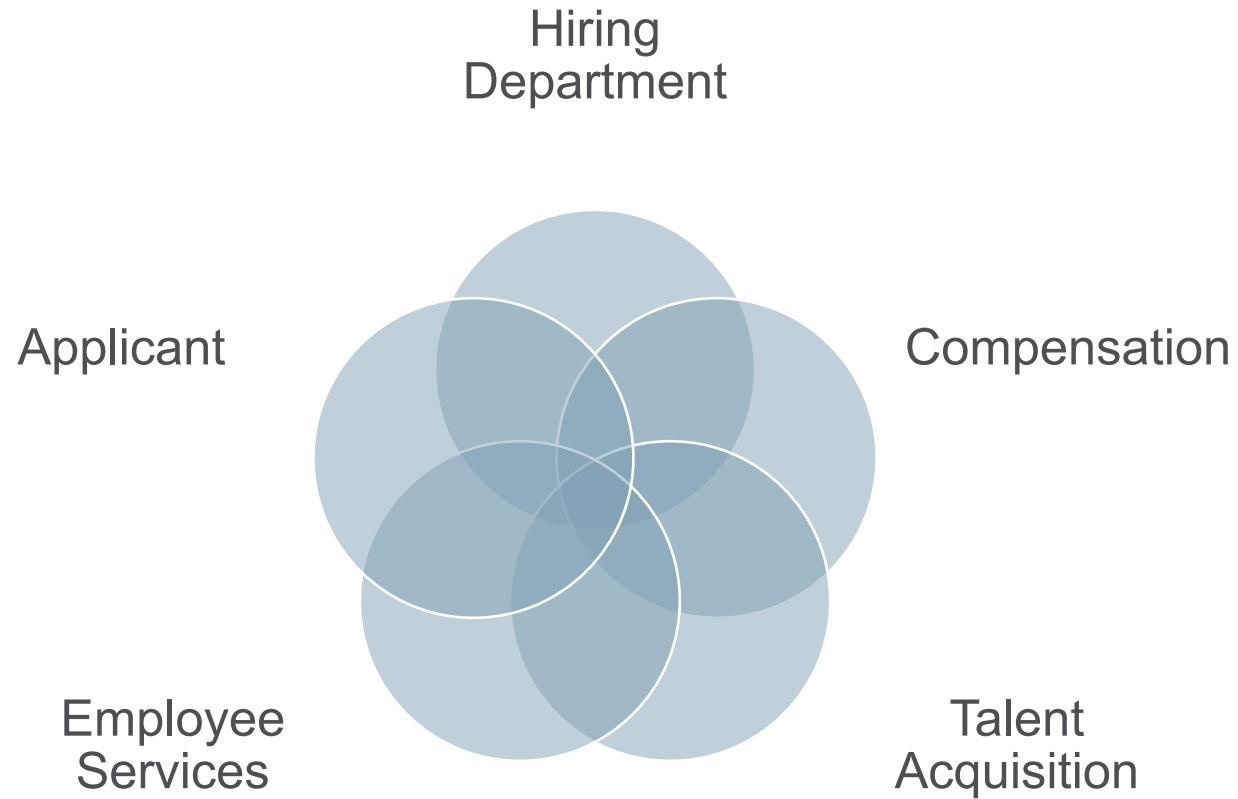
Talent Acquisition



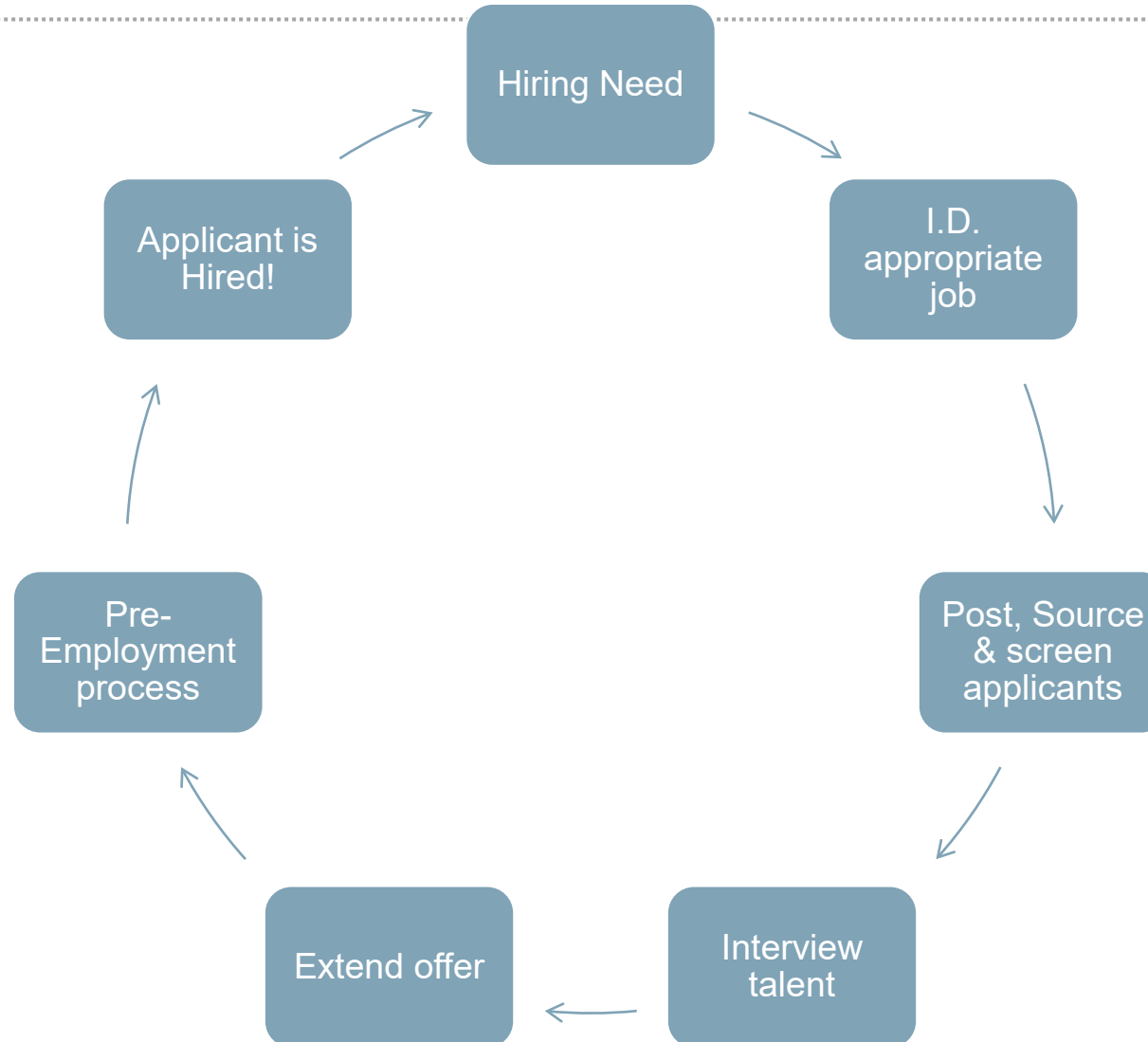
Employee Services

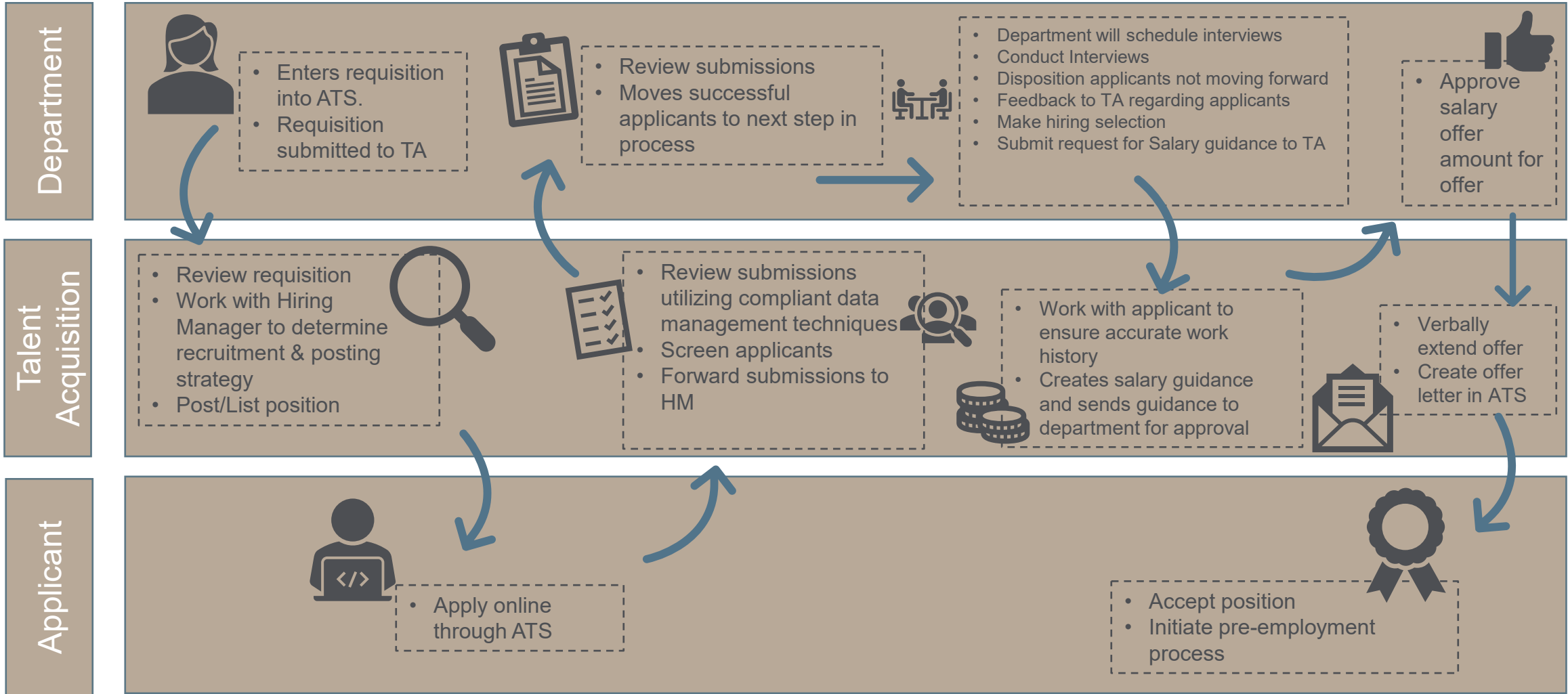
Hiring Team

Acquiring the right talent for your department is a team effort



Hiring Lifecycle





Identifying the Right Job

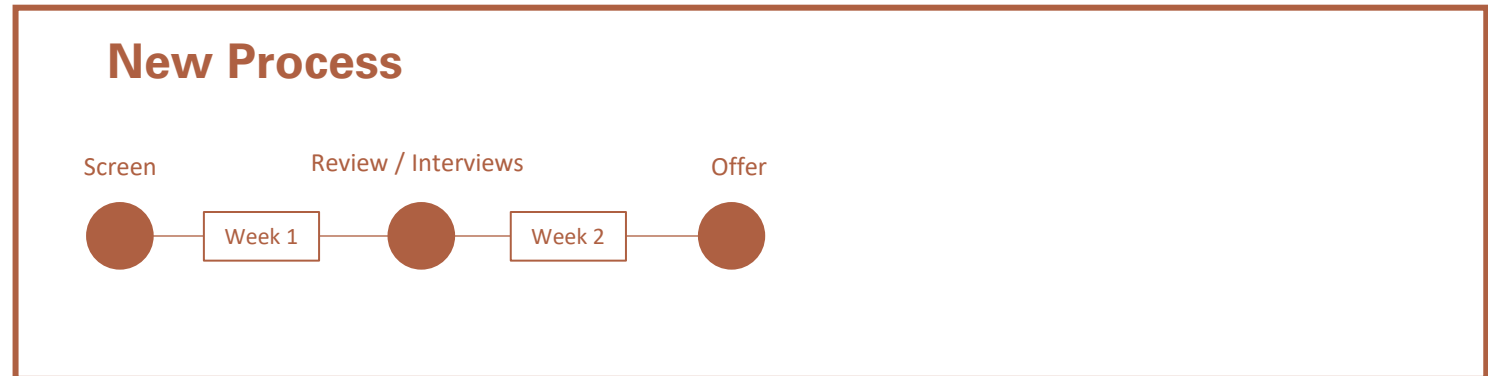
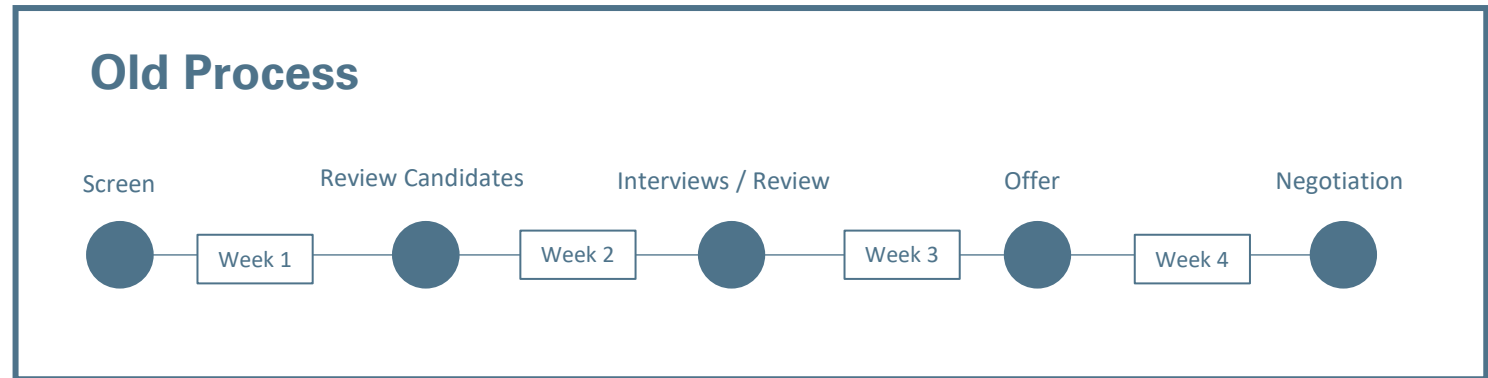
- Important to post the right position: fit the need, as well as EEO implications in search. Are you focused on the core responsibilities aspects of the role?
- Implications of not utilizing the right job – potential delays caused. Ask questions up front: how flexible on level of role to be filled? What 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

Applicant Review & Interview Process

- **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



Solutions for your success! →

Candidate Experience



72%

Tell others about their
negative experience

69%

Never apply again after
having a negative
experience

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.

Offer Negotiations



$\frac{1}{3}$

of all offers in FY23
were negotiated

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

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

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

Applicant is Hired

- 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