



## **Hiring Timeline Classified & MAP Roles**

In support of the continued success and growth of UTHealth Houston, the hiring timelines for both MAP and Classified roles will be a minimum of 90 days to fill positions, effective 8/1/24.

### **Roles Included in the 90-Day Hiring Process**

- All MAP and Classified roles will utilize the 90-day hiring process, including patient care roles

### **Roles Exempt From 90 Day Hiring Process**

- Public Safety Officers
- Positions that are direct support to Public Safety Officers
- Positions with a funding source code of 50000 through 57999 may move forward without prior approval. Department should provide the source code to Talent Acquisition or Executive Recruitment so the information may be added to the applicant tracking system
- Positions that are funded on start-up funds
- Positions that are funded by gifts/endowments
- Faculty and Student roles are not included in the process
- Inline promotions will be exempt from the process

### **When Positions are Eligible to Extend an Offer**

- **Replacement Positions:** A position can be filled after being open for 90 days. The hiring manager must provide the incumbent's name and last day of employment to Talent Acquisition or Executive Recruitment to proceed with an offer
- Talent Acquisition or Executive Recruitment will verify the incumbent's last day of employment in PeopleSoft and that the position has been vacant a minimum of 90 days. The first day of employment of the new individual in the role will occur on the 91<sup>st</sup> day or after
- **New Positions:** A new position, not previously occupied, must have an original posting date of at least 90 days before an individual may start in the position

### **Requests to Waive 90-Day Hiring Process**

- Hiring Managers may access the form to waive the 90-day process on the Manager's Resource page. [90-Day Exception Form](#)
- Requests will be reviewed on a weekly basis
- If an exception request is approved, departments may utilize the original 90-day waiver in cases where an employee leaves during the probationary period.