New Investigator Development Program

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

January 15, 2019

---

**Introductions**

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

Hiring Team

- Applicant
- Compensation
- Employee Services
- Talent Acquisition
- Hiring Department

Hiring Lifecycle

- Hiring Need
  - Applicant is hired!
  - I.D. appropriate job
  - Pre-Employment process
  - Post, Source & screen applicants
  - Extend offer
  - Interview talent
Identifying the Right Job

- Important to post the right position

- Implications of not utilizing the right job

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
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!

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
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
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