

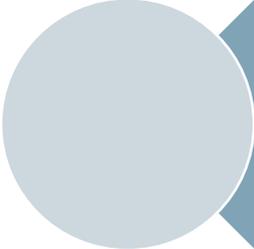


Grants 101: New Investigator Development

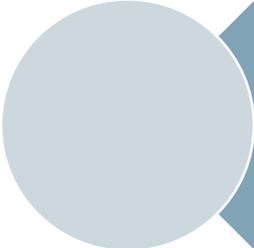
Classified Staff Hiring Process – Karen Motsinger, Talent Acquisition, Office of Human Resources

January 2026

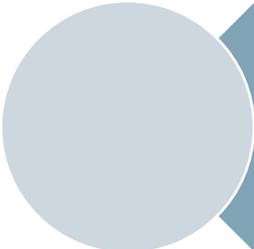
Introductions-HR



Compensation



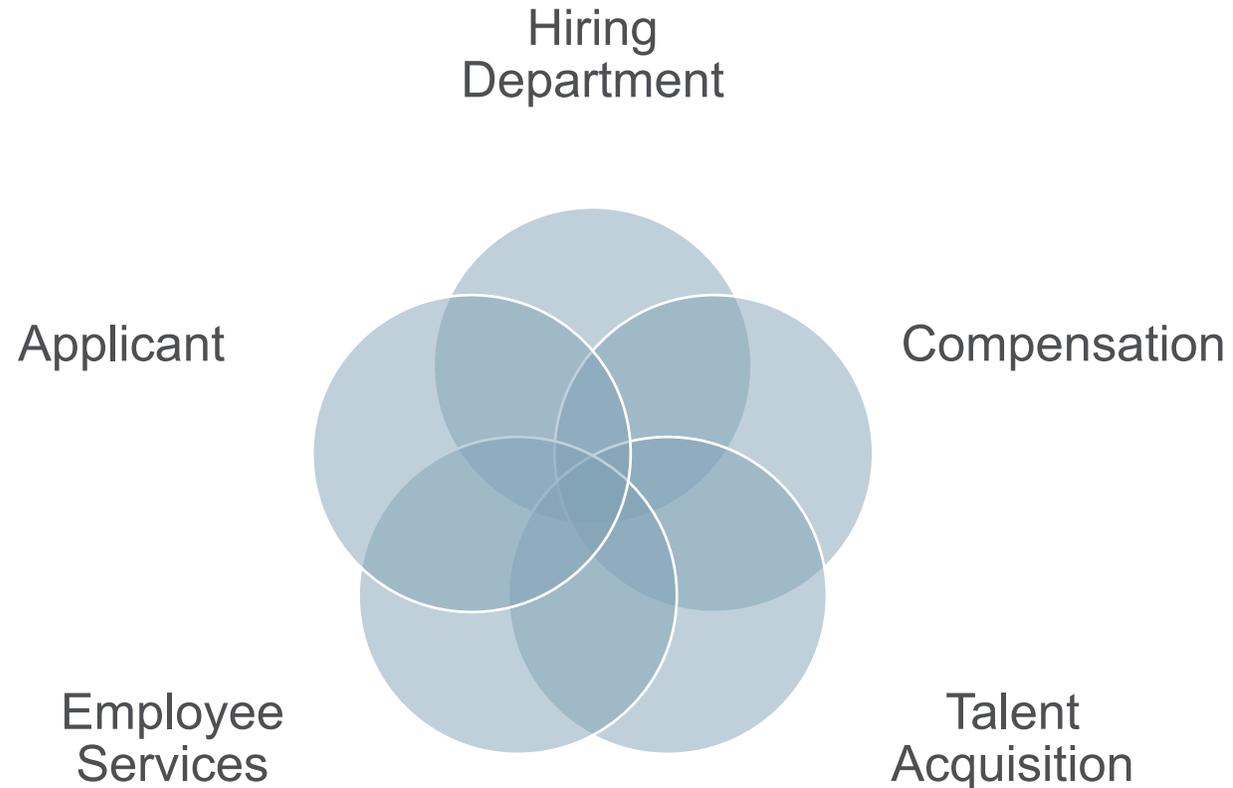
Talent Acquisition



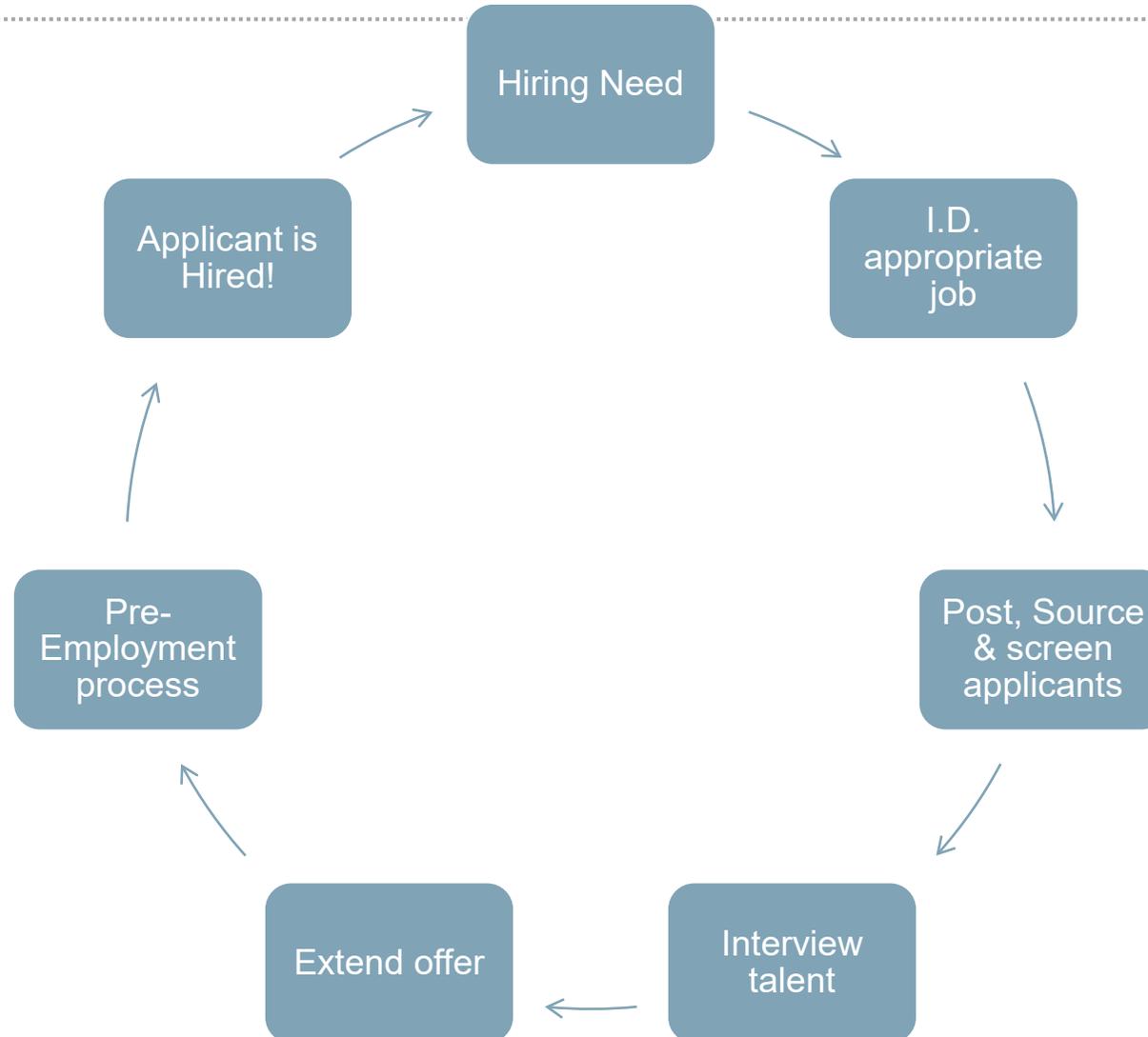
Employee Services

Hiring Team

Acquiring the right talent for your department is a team effort



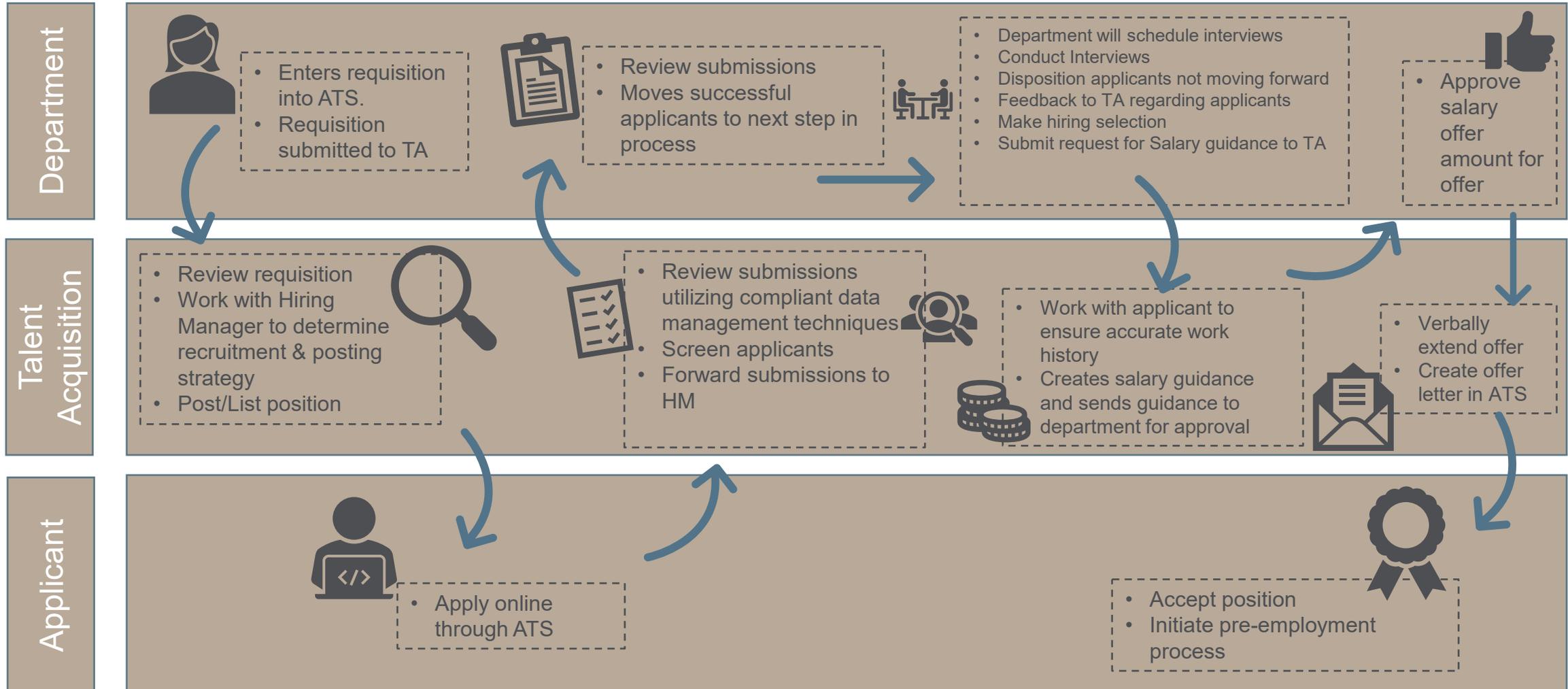
Hiring Lifecycle



What impacts hiring and job candidates' experience?

- Does the posting accurately portray the role?
- How long does the process take?
- Was the interviewer prepared, wanted to learn about their experience, and had strong interview questions prepared? Was the interviewer focused on the interview?
- Welcoming new research talent to the department.
- How to set up your new research team for success from day 1.

Recruitment Process



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 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, benefits 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 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

MANAGER MINUTE
SEPT 21, 2022 VETERAN'S EMPLOYMENT PREFERENCE ISSUE 01

VETERAN'S EMPLOYMENT PREFERENCE
An individual who qualifies for a veteran's employment preference under Texas law will be accorded a preference for employment over other applicants for the same position who do not have greater qualifications.

FREQUENTLY ASKED QUESTIONS

How do I identify preferred candidates?
In Taleo, applicants that are determined to be eligible for hiring preference will have a special designator "yellow triangle" next to their name.

How does it impact the interview process?
When a veteran applicant has applied to an open position and meets qualifications:

- It is required that hiring managers interview at **least one individual** with veteran's preference if there are **six or fewer individuals** selected for interview.
- If there are **six or more individuals** selected for interview, it is required to interview at **least 20 percent** of individuals with veteran's preference.

How does it impact the hiring process?
If there are **two equally qualified** applicants, one of whom is a veteran, the applicant who is a veteran should be selected to be hired for the job.

Is the veteran preference a guarantee for any job?
Veterans' preference does not guarantee veterans a job. To be eligible, the individual must meet the same required qualifications for the position as every other applicant.

Where should managers go to get assistance?
University Relations and Equal Opportunity
Phone: 713-500-CALL (2255)
Email: CALL@uth.tmc.edu

INDIVIDUALS QUALIFIED FOR VETERAN'S EMPLOYMENT PREFERENCE

STATE REGULATIONS

- a veteran, including a veteran with a disability;
- a veteran's surviving spouse who has not remarried; and
- an orphan of a veteran if the veteran was killed while on active duty

FEDERAL REGULATIONS

- disabled veterans;
- recently separated veterans;
- active duty wartime or campaign badge veterans; and
- armed forces service medal veterans

DID YOU KNOW?
As a federal contractor, we are expected to establish hiring benchmarks and take proactive steps to recruit, hire, retain, and promote protected veterans. For 2022, the annual hiring benchmark as established by the Office of Federal Contract Compliance Programs (OFCCP) is **5.6% of all hires**.

Application & 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
- 30-35% of applicants declined jobs in the interview process because they accepted another offer

Old Process



New Process



Candidate Experience

In today's market, the candidate experience cannot be understated.



72%
Tell others about their negative experience



69%
Never apply again after having a negative experience



Candidate Experience



- Things to consider:
 - Do you have your recruitment timeline determined?
 - Do you have behavior-based interview questions prepared?
 - Are you prepared for the interview logistically?
 - Do you have internal candidates who have applied?

Interviewing Talent

- Competitive Labor Market
- Candidates have choices

Applicant Experience



- See HR Website for resources!
- Be prepared when candidate

Preparation



- Retention Schedule for Interview Notes

Compliance



- Everyone is a potential employee

UTHH Reputation



- Follow up is key
- Be timely

Consistency



- Talk to your recruiter on how to automate your process

Automation



Extending the Offer

- Human Resources extends all classified position offers. We work with the Hiring Manager and the 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 gained by working with the team, etc.
- Congratulate the possible new hire upon acceptance.

Offer Negotiations

26% of all offers in FY25
were negotiated



HR members on social media and professional networking platforms are coaching candidates to negotiate their offer.

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

▲ Offer details

View Offer

☰ Offer 1 (Current)

▲ Top Section

Status	: Accepted
Extended	: Nov 3, 2025
Start Date	: Jan 5, 2026, 8:00 AM <input type="checkbox"/> Tentative
Expiration Date	: Nov 6, 2025, 8:07 AM
Created on	: Nov 3, 2025
Official Job Title	: Postdoctoral Research Fellow
Is this position affected by a COVID-19 vaccine requirement of one of our affiliate locations? If yes, select which one.	: Not Applicable

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 the 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?

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