Hire/Rehire Procedure for Dean’s Areas

This document provides detailed procedures for the medical school Dean’s Areas to hire or rehire classified or management A&P employees.

Getting Started

There are several actions that can initiate the hire or rehire of a classified or management A&P employee so it is necessary to notify the medical school’s Office of Administration via email (MSFA@uth.tmc.edu) immediately upon any of these actions:

- Notice of a classified or management A&P employee’s employment termination/resignation (voluntary or involuntary) and the intent is to refill the position
- Notice of a classified or management A&P employee’s transfer to a new position or new department and the intent is to refill the position
- Dean’s Area decides to add a new classified or management A&P position
- Dean’s Area decides to fill an existing, vacant classified or management A&P position

Procedure

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| 1. Dean’s Area hiring manager intends to fill a new classified or management A&P position or refill an existing classified or management A&P position due to employee separation or transfer. Dean’s Area hiring manager:  
| a. completes the Request to Hire form (link to form),  
| b. drafts a job description (link to job description template),  
| c. creates an organization chart clearly identifying the new/vacant position, and  
| d. emails all to MSFA@uth.tmc.edu for review and approval. | Dean’s Area | Ofc of Admin |
| 2. Assoc Dean for Administrative Affairs or designee approves/disapproves the Request to Hire. Email notification with approval decision is sent to the Dean’s Area hiring manager and the Office of Administration personnel action processors. | Assoc Dean for Administrative Affairs or designee | Dean’s Area | Ofc of Admin |
| 3. Concurrent with step 4, the Office of Administration works with Dean’s Area hiring manager to determine if a vacant position currently exists in the PeopleSoft Human Capital Management (HCM) system that matches the job title of the position to be filled, or if a new position needs to be requested. | Office of Administration | Dean’s Area | Ofc of Admin |
| 4. For approved requests, Dean’s Area hiring manager executes the recruitment process:  
| a. Submit requisition for recruitment via Taleo Applicant Tracking System (ATS). If access to Taleo ATS is needed, the hiring manager should complete Steps to Creating an Account. Please see Human Resource’s Hiring and Recruiting Resources page for step-by-step instructions on creating and managing requisitions.  
| b. If a position exists that can be used, the hiring manager will input the position number in the Taleo requisition. If a new position is needed, the hiring manager may input “not available” in the position number field in the Taleo requisition.  
| c. On the requisition, include Erin Fore (Erin.M.Fore@uth.tmc.edu) in the “PA Submitter” field. Without this entry, the Office of Administration will not be notified when it is time to submit the Hire/Rehire PASS transaction. | Dean’s Area | Ofc of Admin |
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<td>d. On the requisition, include the department’s recruiter in the “Recruiter” field or contact Administration if the recruiter is unknown. The recruiter will post the position and assist the hiring manager in the candidate application, selection and job offer process.</td>
<td>Dean’s Area</td>
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<td>e. Hiring manager is responsible for updating candidate status in Taleo ATS.</td>
<td>Ofc of Admin</td>
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5. Hiring manager notifies the Office of Administration by email (MSFA@uth.tmc.edu) when a candidate offer is accepted and provides the new employee’s name and estimated start date. If a position number was not entered into the Taleo requisition, a position number will be required at this time.

6. Once the PA Processor is notified by HR that the new employee has accepted the position, the Hire PASS transaction will be submitted in the HCM.

Contact

Please contact The Office of Administration for more information on this procedure.

Email: MSFA@uth.tmc.edu
Phone Number: 713-500-5020
Room Number: MSB G.420

Helpful Tools

Office of Administration Intranet Site
Human Resources Manager Resources
Classified - Hiring and Recruiting Resources