Faculty FAQ's

Does a search or a waiver need to be completed for fellows in a clinical training program who are temporarily appointed as Instructors for billing purposes? A waiver would need to be completed if the candidates are current UTHealth Houston Fellows/Residents hired into a temporary faculty title (i.e. Instructor, NTC for a clinical fellow or resident) for the duration of their training.

What if I already have a candidate in mind? Do I need to post online and do a search? Yes, and the candidate has to apply online, but if the candidate meets the waiver requirements, you may do a waiver instead of searching.

How long do I need to keep the CV's of candidates? You do not have to because it will be in Taleo. The CV should be uploaded by the candidate when applying, and checked by the Hiring Manager Assistant/Search Committee Administrator to confirm that the candidate meets the basic qualifications before moving the candidate to the "Search Committee" step.

Can I advertise this position on other sites? Yes, at least one external announcement must be placed for a minimum of 30 days. This would typically be on a professional society website, an appropriate job posting service, or a medical scientific journal depending on the nature of the position. All announcements must include the web link https://www.uth.edu/careers/index.htm, https://uth.referrals.selectminds.com/faculty or the direct link. The minimum language requirement can be found at Advertising-External Posting.

I need to give access to people on the Search Committee to the job posting. How do I do this? When you are creating a job posting, you will input the names of the search committee members in the requisition. Check with the HR Coordinator that committee members have the correct permission to view the candidates. Once you have moved the candidate to the search committee step, they should have access to the applications. For non-UTHealth search committee members, you will be able to share the applications by sending them a link. If you will be sharing the applications with the Search Committee there is no need to add them as collaborators or get them permission.

I have a great candidate who has not applied online. Can I hire them? Not until they have applied online. Remember, you can only consider applicants who applied directly to the job posting. If someone contacts you directly with a CV or inquiry, you need to let them know that they cannot be considered for the position until they apply online, unless they qualify for a waiver.

Do I need a position number to create a requisition? Ideally yes but if you need to post, you can put "pending" temporarily under position number. Make sure to request it from System Data Resources (SDR) before you make an offer

Can I use one job posting to hire multiple people? Yes, the maximum is 10. When creating the requisition, be sure to put the number of people you want to hire in the "number of openings" field. If you want to increase the number of people to hire after the requisition has been posted, please contact your HR Coordinator at 713-500-3089

How do I edit/ cancel a job posting? Contact your HR Representative to edit or cancel a posting. Please keep in mind that certain edits may result in HR having to close the requisition and you creating a new requisition instead.

How do I close a job posting? Contact your HR Representative.

Do we still do scratch templates? No. You only need to send your signed offer letter to your HR Representative.

Once the offer letter is signed, how is the candidate notified about onboarding? Once the candidate has been moved to Pre-Employment, the candidate will receive an email in the next few days or more depending on the start date, from [Human Resources](#). The candidates should make sure to read the email carefully, click on the link, and complete all the steps. This will initiate the background check, drug test, and health screening. Delay in completing these steps will result in a delay in their start date.

How do I know when the candidate has cleared? PA submitters and hiring managers will receive an email informing them that the candidate has cleared.

Do you have any job aids for using Taleo? Yes, we do. They can be found at [Job Aids](#)

Do all faculty positions with UTHealth Houston have to be posted online, regardless of rank? Yes, except for those positions that qualify as waivers. Then the waiver process must be followed.

I still have more questions, who do I contact? 713-500-3089, and for all onboarding-related questions, 713-500-3364.