

Welcome

 UTHealth[®] Houston
Human Resources Employee Services

Onboarding Process

proceed →



GRA Onboarding Process

Collaboration with the Department and the HR Onboarding Team.

- Department identifies the need to hire a Graduate Research Assistant (GRA), and creates requisition.
- HR can assist in creating a duplicate requisition if department has previously hired Graduate Research Assistants (GRAs) and the req number will be shared with the Hiring Manager for review and any necessary edits.
- Hiring Manager will contact HR to post requisition via email, using the template provided.



GRA Onboarding Process

- HR will post position, provide an application link for GRAs to apply. Candidate applies to the requisition.
- Department creates offer letter and submits to candidate for signature.
- Department will move the candidate to "Department Selected" and upload the offer letter to Taleo or attach it when notifying HR to initiate onboarding.



GRA Onboarding Process

- HR will initiate onboarding and monitor all necessary clearances (Background Check, OIA if applicable, and Form I-9).
- Department and candidate will be notified after clearance.
- Candidate will receive New Employee Orientation (NEO) link on Thursday afternoon prior to their Start Date.

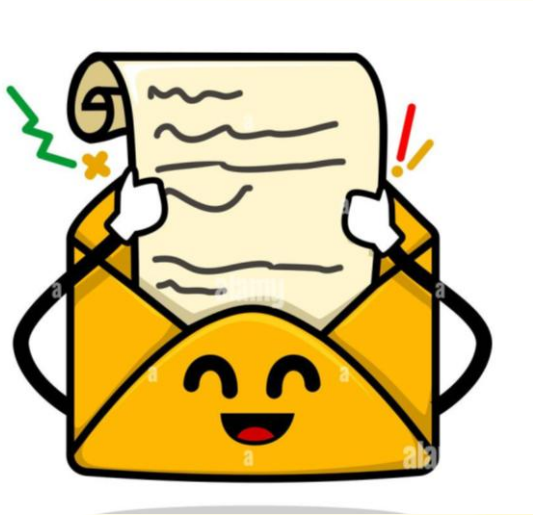


Email Template

Sub: Onboarding Student/GRA -- New Hire/Rehire -- Effective (Start date) -- Student Name

Good morning,

Please assist with the following student/GRA's onboarding process.



Name	
Email	
Start Date	
Department	
Benefits Eligible	Yes/No
Job Title	
New Hire/Rehire	
Appointment Type	Casual/Part Time/Full Time
Requisition Number	

Thank you,

HR TEAM

- Aditi Deorukhkar: Aditi.Deorukhkar@uth.tmc.edu
- Tatiana Zague: Tatiana.Zague@uth.tmc.edu

In case of immediate assistance in our absence:

- Fatoumata Sidibe: Fatoumata.Sidibe@uth.tmc.edu