

General A&P FAQs

Does a search or a waiver need to be completed for fellows in a clinical training program who are temporarily appointed as Staff Physicians? Yes, a [waiver](#) would need to be completed if the candidates are current UTHHealth Houston Fellows/Residents hired into a temporary General A&P title (i.e. Staff Physician/Staff Dentist/Staff Educator/Staff Scientist) 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 doing a search.

How long do I need to keep 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 to confirm that the candidate meets the basic qualifications before moving the candidate to the Hiring Manager step.

Can I advertise this position on other sites? Announcements are recommended for General A&P positions but not required. 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 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 absolutely 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 Representative 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 the 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.

Has the Applicant Tracking System changed? Yes, since August 2018, the system used is Taleo. For any questions on Taleo and/or training, please contact your HR Assistant at 713-500-3089

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

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