

## Recruitment & Employment FAQs

### **Do I need to create or fill out an application?**

Yes, you will need to complete one online. If you do not have an existing online application with HSC, you will need to create one at [www.uthscsajobs.com](http://www.uthscsajobs.com) Please CAREFULLY complete the online application in its entirety.

### **Do I have to compete for my job?**

No, you will not compete for your job. The Recruiters will manually apply you to your job. No action is required on your behalf except for completing, creating, saving and certifying an online application.

### **I haven't entered my application yet. Can someone assist me?**

Employment staff members are available to answer questions about using the online employment system and our employment process. Please call (210)567-2600, email [emphr@uthscsa.edu](mailto:emphr@uthscsa.edu) or visit the Office of Human Resources between the hours of 8:00 am and 5:00 pm. For your convenience, our lobby is open from 7:30 a.m. to 5:00 p.m.

### **When can I create my application?**

You can create and save your application anytime 24 hours a day, 7 days a week at [www.uthscsajobs.com](http://www.uthscsajobs.com).

### **Will I have to take a cut in pay?**

No, you will maintain your current base pay.

### **Will the job titles be the same as we currently have at UT Medicine?**

In some instances your UTMED title will be the same or similar. In other instances, your job title will be a UTHSCSA title.

### **Will our work hours remain the same?**

In most instances, work hours will not change.

### **Will I be getting regularly scheduled increases in pay at the Health Science Center?**

UTHSCSA is an agency of the State of Texas. In many instances salary increases are up to the state legislature. Therefore, our pay increases are not regularly scheduled.

### **Will the organizational structure (department) be the same after the transition?**

In some instances the organizational structure of specific UT Med departments may be similar and in some cases they may change somewhat. It is too early to know what may change.

### **Am I required to give a notice to my department if I decide to accept another position at the University or leave the University? If so, how much?**

Yes, all employees are required to give appropriate notice in order to transfer within or leave the University. Generally, employees are required to give two weeks notice. Professional and A&P employees may be required to give four weeks notice. If you have any additional questions, please contact the HR Consulting Office.