

## **Recruitment & Employment FAQs**

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

No, you will not have to apply and compete for your job. You will need to create an application in our Online Employment System at [www.uthscsajobs.com](http://www.uthscsajobs.com) and UTHSCSA HR will complete the process from there.

### **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 or our employment process. Please call (210)567-2600, send an email to [emp@uthscsa.edu](mailto:emp@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 5:30 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.

