

## SECTION 7. POSITION REQUEST AND RECRUITMENT (REGULAR HIRES)

POSITION REQUEST PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING A POSITION REQUEST					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	<input checked="" type="checkbox"/>
1	Determine Appropriate Hire Type (Regular or Non-Recruited)	Position requests are required for REGULAR positions only. These positions are permanent and the incumbents will be offered benefits based on their Full-Time Equivalency (FTE). For short-term appointments, please see the "Non-Recruited Hire Request" Section of the Handbook.	PI must decide if the position is a Regular (Permanent) or Non-Recruited (Short-term) appointment.	Based on the PI determination, the user must initiate the appropriate action: Position Request for a Regular (Permanent) hire and Non-Recruited Hire Request for short-term hires.	<input type="checkbox"/>
2	Full-Time Equivalency (FTE)	The Full-Time Equivalency (FTE) is the percentage of a 40 hour work week that an employee works. Example: 100% =Full-Time/40 hours per week and 50% =Part-Time/20 hours per week.	PI must decide if this will be a full-time or part-time position. Must provide FTE to the System user.	User will need to enter FTE in both the Position Request and Attachment B.	<input type="checkbox"/>
3	Number of Positions	The user must know the number of individuals they will be recruiting for (based on the approved number and/or FTE in Attachment B).	PI must determine number of individuals needed. Must provide the number to the System user.	User will need to enter the number of individuals in the Position Request and Attachment B.	<input type="checkbox"/>
4	Project Number(s) to Charge	Projects can charge up to 4 project numbers for the salary and fringe costs for the position. The System will pull-up all project numbers for the Distribution Code; however, the user must know which project(s) to charge.	PI must decide which of his/her project(s) will be charged.	User must enter project number(s) and distribution of charge in the Position Request.	<input type="checkbox"/>
5	Drafted Job Description	The job description contains the job duties and responsibilities as well as the minimum qualifications for the position. The document must be in Microsoft Word format.	PI must draft a job description based on the RCUH Job Description template.	User will need a soft (Microsoft Word) copy of the job description to upload in the Position Request. The job description also includes information required to complete the Position Request and Attachment B.	<input type="checkbox"/>

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<b>6</b>	Approved Attachment B (Procedure included in addendum to Handbook)	<b>(UH Service Ordered Projects ONLY)</b> Attachment B is the mechanism to gain approval from the University of Hawai'i to hire individuals through RCUH. An Attachment B is required for all new or additional regular positions. If the project is replacing an individual in an existing position, a new Attachment B is not required. Direct Projects/Accounts (those that start with 004XXX, 005XXX, 006XXX) DO NOT need an Attachment B. Attachment B is requested through the Financial Portal. For log-in and password inquiries, please contact RCUH Accounting at 988-8345.	PI must provide the following information regarding the position to the System user (Estimated start date of employee, project end date, and the estimated termination date of the employee).	User must take information gathered from the Job Description and PI to initiate Attachment B via the Financial Portal. The document number and approval date of the Attachment B will be needed in the Position Request.	<input type="checkbox"/>
<b>7</b>	Payment Option (Salary or Hourly)	Employees can be paid by means of a monthly salary or an hourly rate.	PI must decide the appropriate method. Keep in mind that the method is subject to change upon review by RCUH HR.	User will need to enter payment option in the Position Request.	<input type="checkbox"/>
<b>8</b>	Salary Range	The pay range sets the minimum and maximum compensation rate for the position. Pay ranges are set by RCUH HR and are found in the RCUH Pay Schedule on the RCUH website. Keep in mind that this pay range may be changed by RCUH HR once the job description has been reviewed and classified.	PI must determine an estimated salary range for this position based on the RCUH Pay Schedule and provide the pay range number (Example E21) to the System user.	User will need to enter the salary range in the Position Request.	<input type="checkbox"/>

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THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING A POSITION REQUEST					
9	Contact Information for Project Personnel	RCUH Requires two project contacts. These two contacts may be the same person. 1. RCUH Contact: This person will be responsible for answering any question that RCUH HR has regarding the job description and recruitment. The System will default to the Principal Investigator; however, the user can change the contact to anyone. 2. Contact in Advertisement/Posting: RCUH will need the name and phone number of the individual whose name will appear in the advertisement (bulletin board, website, publications, etc.) for the position. This individual must be able to answer applicable questions and be familiar with RCUH's benefits and hiring policies.	PI must designate the contact person(s) described in the preceding column. Must provide the names and contact information (phone and email) to the System user.	User will need to enter contacts and contact information into the Position Request.	<input type="checkbox"/>
10	Posting Period	The program may designate the length of time the position remains available for applicants to apply. The System will default this period to 5 calendar days from the posting date.	PI must decide how long he/she would like the position to be available for applicants to apply. Must provide dates to the System user.	User will need to enter posting date and closing date into the Position Request.	<input type="checkbox"/>
11	Name of Publication(s) to Advertise (Optional)	The project may advertise position on an outside publication (i.e. newspaper, magazine, journal, online, etc.)	PI must decide if he/she would like to advertise and provide the dates and name of publication or website to the System user.	User will need to enter publication(s) and dates to advertise in the Position Request. If required by the PI, request price estimate from RCUH HR.	<input type="checkbox"/>
12	Method of Payment for Advertisement	If the publication charges a fee for advertising, the cost must be charged to a project number.	PI must decide which project number(s) to charge the advertisement and project number(s) to the System user.	User must enter project number(s) to charge into the Position Request.	<input type="checkbox"/>

## SECTION 7. POSITION REQUEST AND RECRUITMENT (REGULAR HIRES)

### NAVIGATING TO THE POSITION REQUEST SECTION

Click on "Hire Employees"

Click on "Initiate a Regular Hire" (FIGURE 7.1.)

**Step 1:** Choose Recruitment Action (A, B, C or D) (FIGURE 7.2.)

**A.** Recruit for Replacement Position as is (e.g. no changes) – used when replacing a recently/future terminated employee into the same job without making changes in job attributes such as FTE, job duties, project #, pay range, etc.

**B.** Recruit for Replacement Position with Changes – Used when replacing a recently/future terminated employee into the same job but making some changes to job attributes such as FTE, job duties, project #, pay range, etc.

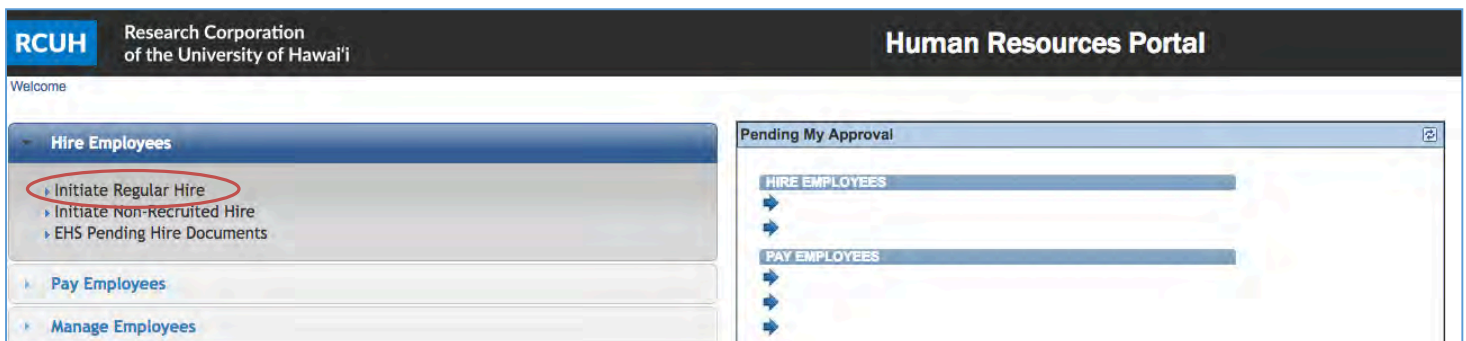
**C.** Create New Position by Copying an Existing Position – used when creating a new position by copying the job attributes of an existing position.

**D.** Create New Position for Recruitment – used when creating a **completely new position. (No template to follow.)**

**Step 2:** For options A, B, and C the user must choose a template to start from. Use the Search feature by clicking on the magnifying glass to produce a search menu of all current and recently terminated employees. Click on "Look-up" for a list of employees. To search for an employee, enter the last name of the employee in the "name" field.

**Step 3:** Click on the Save button to start the process of creating the Position Requisition. Once the Save button is pressed, the system will take the user to the "Recruit 1" Panel of the Position Requisition.

**FIGURE 7.1. HR PORTAL HOMEPAGE**



## SECTION 7. POSITION REQUEST AND RECRUITMENT (REGULAR HIRES)

**FIGURE 7.2. INITIATE POSITION REQUEST PANEL**

The screenshot shows the 'Initiate Position Request' panel. At the top, a blue header bar contains the text 'Initiate Position Request'. Below this, a box titled 'STEP #1: Choose a Type of Recruitment Action' contains four radio button options: 'Recruit for Replacement Position as is (e.g. no changes)' (selected), 'Recruit for Replacement Position with Changes', 'Create New Position by Copying an Existing Position', and 'Create New Position for Recruitment'. To the left of this box, letters A, B, C, and D are listed vertically. Below the options box, there is a 'Template Position Number:' label followed by a text input field with a magnifying glass icon. To the right of this is a 'Last Employee:' label. Below these fields, it says 'STEP #3: Press Save to Continue'. At the bottom left, there is a 'Save' button with a floppy disk icon. Three yellow boxes with red numbers 1, 2, and 3 are overlaid on the image. Box 1 is at the top left, box 2 is at the bottom left of the input fields, and box 3 is at the bottom left of the 'Save' button.

**Step 5:** Enter the Employee Class – the system will default to “R” for Regular employee. (FIGURE 7.3.)

**Step 6:** Enter Desired Job Title – subject to change upon classification of job description by RCUH HR.

**Step 7:** Enter the number of individuals the program will be recruiting. This number must be commensurate with the number of positions approved on the Attachment B (UH projects only).

**Step 8:** Enter the Full Time Equivalency (FTE). The system will default to 1.00 or 100% FTE (40 hours per week.)

**Step 9:** Enter the Vacation Plan. The system defaults vacation plan to the program’s Distribution Code. However, user may enter a different vacation plan for position. (FIGURE 7.3)

**A.** Position Number – This number is unique to the specific action that the user creates. The user should reference this number in correspondences with RCUH HR.

**B.** Request Date – The date the position was initiated in HR Portal.

**C.** Request Type – This area shows the user the “Request Type” selected at the time the position was initiated (New, Modify, Clone, Recruit.)

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**D.** Template – This is the position number that was used as a template for the current job.

**E.** View Changes – This will allow you to view the changes you've made to the position versus what the established information is.

**F.** View Profile – For RCUH HR use only.

The screenshot displays the 'Recruit 1' tab of a recruitment form. The form is annotated with numbered callouts (A-F) and lettered callouts (C, D, E, F) pointing to specific fields:

- A:** Points to the 'Recruit 1' tab.
- B:** Points to the 'Request Date' field, which contains '11/15/2011'.
- C:** Points to the 'Position Number' field, which contains '00000000'.
- D:** Points to the 'Template' field, which is empty.
- E:** Points to the 'View Changes' button.
- F:** Points to the 'View Profile' button.

Other visible fields and sections include:

- Request Type:** C (with a 'Clone' link).
- \*Empl Type:** S (Salaried).
- \*Requested Job Title:** (empty).
- \*FTE:** 1.000000.
- Vacation Plan:** VAC\_B (Vacation - Max 360 Hours).
- \*Empl Class:** R (Regular).
- # of Position to Recruit:** 1.
- Requested Salary Range at FTE:** Plan/Grade: RCU, Min Pay, Mid Pay, Max Pay.
- Attachment B:** Control Number, Auth. Date, and a note: 'REQUIRED for New UH Service Ordered Positions ONLY'.
- Document Type:** Job Description (with 'Press To Attach' and 'View' buttons).
- Special Instructions:** Printer Friendly.
- Project Distribution:** A table with columns: Project, Campus, BC (Payroll), BC (Fringe), % Dist. The table shows 100.000% for the selected project.
- Buttons:** View Changes, View Profile, Save.

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**Step 10:** Enter the desired Pay Range for the position. (This range is subject to change upon classification of the job description by RCUH HR.)

**Step 11:** Enter the Project/Account Number(s) to charge salary and fringe costs. The position may be charged to 1-4 different project numbers.

**Step 12:** Confirm the Budget Category and enter % of Charge.

**Budget Category** – budget category to charge salary/fringe benefits. The system will default to the correct Budget Category for the corresponding Project Number.

**% of Charge** - % of total gross payroll and fringe benefits charged to the corresponding Project Number. Sum of % must total 100% regardless of FTE.

**Recruit 1** **Recruit 2**

Position Number: 00000000 Request Date: 11/15/2016  
Request Type: C Clone Template:   
\*Empl Type: S Salaried \*Empl Class: R Regular  
\*Requested Job Title:  # of Position to Recruit: 1  
\*FTE: 1.000000 View Changes  
Vacation Plan: VAC\_B Vacation - Max 360 Hours View Profile

**Requested Salary Range at FTE** **Attachment B** **Please attach Job Description in WORD format below — DO NOT attach PDF**

Plan/Grade: RCU   Control Number:   
Min Pay: 10 Auth. Date:    
Mid Pay:   
Max Pay:  REQUIRED for New UH Service Ordered Positions ONLY

Document Type	Press To Attach	View
Job Description	Press To Attach	View

Special Instructions: [Printer Friendly](#)

**Project Distribution**

Click for Advanced View

Project	Campus	BC (Payroll)	BC (Fringe)	% Dist
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.000 <input type="button" value="+"/> <input type="button" value="-"/>

12



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**Step 13:** Enter the Attachment B Control Number and authorization date.

An Attachment B is required for all newly created and additional UH Project positions. This document allows UH Projects' positions to be recruited through and employed by the RCUH. Thus, the Attachment B must be approved by the UH Office of HR BEFORE a position requisition is initiated through RCUH. An Attachment B is NOT required for Direct Projects (project numbers beginning with 004XXX, 005XXX or 006XXX).

A. Control Number – Enter the 6 digit Document Number from the upper right hand corner of Attachment B (assigned by UH Office of Human Resources indicating approval of the Attachment B.)

b. Auth. Date – Enter the date the Attachment B was authorized by UH Office of Human Resources Representative.

**Step 14:** Attach the Job Description (Microsoft Word documents ONLY)

A. Document Type – Select "Job Description"

B. Click "Press to Attach" to browse for the Job Description on the computer. Only one document can be uploaded.

**Step 15:** Click on the "Recruit 2" tab at the top left of the screen. By clicking on this tab, the user will be taken to the next screen of the requisition.

NOTE: Projects may include special instructions to RCUH HR in this section. (Example: Please include Jane Doe ([jdoe@rcuh.com](mailto:jdoe@rcuh.com)) on all correspondences.

**Recruit 1** **Recruit 2**

Position Number: 00000000 Request Date: 11/15/2016  
Request Type: C Clone Template:  
\*Empl Type: S Salaried \*Empl Class: R Regular  
\*Requested Job Title: # of Position to Recruit: 1  
\*FTE: 1.000000 View Changes  
Vacation Plan: VAC\_B Vacation - Max 360 Hours View Profile

**Requested Salary Range at FTE**  
Plan/Grade: RCU  
Min Pay:  
Mid Pay:  
Max Pay:

**Attachment B**  
Control Number:  
Auth. Date:  
REQUIRED for New UH Service  
Ordered Positions ONLY

Please attach Job Description in WORD format below — DO NOT attach PDF

Document Type	Press To Attach	View
Job Description	Press To Attach	14 View

Special Instructions: [Printer Friendly](#)

**Project Distribution**  
Click for Advanced View  
Project Campus BC (Payroll) BC (Fringe) % Dist  
100.000 + -

Save



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### Step 16: Input the Recruitment Dates

**A. Posting Date** – Requested date to start recruitment. The system will default date to 7 business days from today's date. RCUH HR will determine the final posting date.

**B. Closing Date** – Requested end date for the recruitment. The system will default date to 5 calendar days from the Posting Date.

**C. Expedited Recruitment** – If checked, the Closing Date will automatically default to 3 calendar days after the Posting Date. (The shorter posting period is permitted since the system is up 24 hours/day, 7 days/week.) The user will not be able to change this closing date. Also, minimum Primary Recruitment sources will include RCUH Bulletin Board/Standard Distributions and the RCUH Web Site.

**Step 17:** Choose the Posting Option. The "RCUH Bulletin Board" checkbox is pre-checked as it is required by RCUH policy. The system will automatically check the box next to "RCUH Web Site." If you do NOT want the position posted on the RCUH website, uncheck the box.

**Step 18:** Enter the Contact Person. This individual will be the primary contact for RCUH HR if there are questions relating to the recruitment and job description. This individual will also be the primary contact on the Applicant Review/Selection Summary (ARSS), as the contact person for the selection/hire process. The user will have an opportunity to change the contact person in the ARSS.

The screenshot displays the RCUH Recruitment Request Form with the following sections and fields:

- Recruit 1 / Recruit 2** tabs at the top.
- Recruitment Dates** section (Step 16):
  - Posting Date: 11/23/2016
  - Closing Date: 11/28/2016
  - ☐ Expedited Recruitment (3 calendar days)
- Primary Recruitment (No Cost)** section (Step 17):
  - ☒ RCUH Bulletin Board / Standard Distributions
  - ☒ RCUH Web Site
- RCUH Contact Info** section (Step 18):
  - Project Contact for RCUH to contact with questions
  - \*Distribution Code: 0161
  - \*Name: Sakamoto, Nelson
  - \*E-Mail: nsakamoto@rcuh.com
  - \*Phone: 956-6965
  - \*FAX: 956-5022
- Fiscal Officer (FO) Contact** section:
  - FO: [text box]
  - FO Email: [text box]
- Contact in Advertisements** section:
  - Contact Name in Ad: [text box]
  - Phone: [text box]
- Secondary Recruitment (Optional)** section:
  - Secondary Recruitment Source: [text box]
  - Advertisement Dates or Special Instructions: [text box]
- Projects to Charge** section:
  - Budget Category % Charge: [text box]
  - or PO#: [text box]
- Total %:** 0.000
- Buttons:** Save, Authorize Request

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**Step 19:** Enter the Posting/Ad project contact person whose name/phone number will appear in advertisements for inquiries from applicants. The contact person must be someone who will be able to answer applicant questions and is aware of RCUH recruitment/hiring and employee benefits policies.

**Step 20:** (Optional) Indicate any additional recruitment activities. The project will be charged for the cost of the external recruitment announcements, as applicable.

A. Secondary Recruitment Source – Indicate specific recruitment publication. Click on magnifying glass for a list of possible options.

B. Advertisement Dates or Special Instructions – Indicate requested publication date(s) or number of days to place ad (i.e. one Sunday), special instructions, advertisement budget, etc.

C. Project to Charge/Budget Category/% Charge – Indicate the RCUH accounts to be used to pay for the cost of external advertisements, as applicable. % Charge must total 100%.

**Step 21:** Click on the “Authorize Request” button. Once clicked, the system will take user to the Authorize Request Panel.

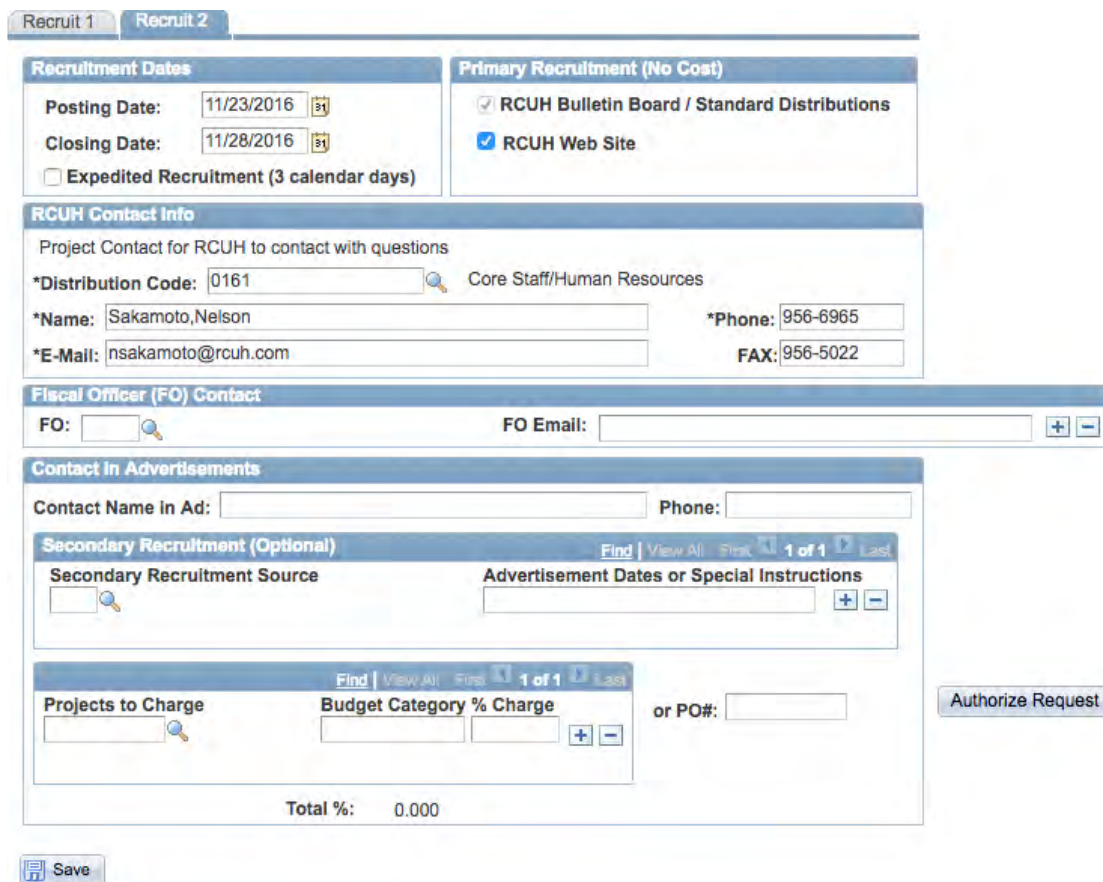
The screenshot displays the RCUH recruitment system interface. At the top, there are tabs for 'Recruit 1' and 'Recruit 2'. The main form is divided into several sections:

- Recruitment Dates:** Includes fields for 'Posting Date' (11/23/2016) and 'Closing Date' (11/28/2016), both with calendar icons. There is a checkbox for 'Expedited Recruitment (3 calendar days)'.
- Primary Recruitment (No Cost):** Includes checkboxes for 'RCUH Bulletin Board / Standard Distributions' and 'RCUH Web Site'.
- RCUH Contact Info:** Includes a label 'Project Contact for RCUH to contact with questions'. Fields include '\*Distribution Code' (0161), '\*Name' (Sakamoto, Nelson), '\*E-Mail' (nsakamoto@rcuh.com), '\*Phone' (956-6965), and 'FAX' (956-5022).
- Fiscal Officer (FO) Contact:** Includes fields for 'FO' and 'FO Email'.
- Contact in Advertisements:** Includes fields for 'Contact Name in Ad' and 'Phone'.
- Secondary Recruitment (Optional):** Includes a 'Secondary Recruitment Source' field with a magnifying glass icon, and 'Advertisement Dates or Special Instructions'.
- Projects to Charge:** Includes a field with a magnifying glass icon, and 'Budget Category' and '% Charge' fields.
- or PO#:** A field for the Purchase Order number.
- Total %:** A field showing '0.000'.
- Buttons:** 'Save' and 'Authorize Request'.

Numbered callouts are present:

- 19:** Points to the 'Contact Name in Ad' field.
- 20:** Points to the 'Secondary Recruitment Source' field.
- 21:** Points to the 'Authorize Request' button.

## SECTION 7. POSITION REQUEST AND RECRUITMENT (REGULAR HIRES)



The screenshot shows a web-based recruitment request form for RCUH. At the top, there are tabs for 'Recruit 1' and 'Recruit 2'. The form is divided into several sections: 'Recruitment Dates' with fields for Posting Date (11/23/2016) and Closing Date (11/28/2016), and a checkbox for 'Expedited Recruitment (3 calendar days)'. The 'Primary Recruitment (No Cost)' section has checkboxes for 'RCUH Bulletin Board / Standard Distributions' and 'RCUH Web Site'. The 'RCUH Contact Info' section includes a 'Project Contact for RCUH to contact with questions' field, a 'Distribution Code' (0161), and contact information for Sakamoto, Nelson (\*Name, \*Phone: 956-6965, \*E-Mail: nsakamoto@rcuh.com, FAX: 956-5022). The 'Fiscal Officer (FO) Contact' section has fields for FO and FO Email. The 'Contact in Advertisements' section has fields for Contact Name in Ad and Phone. The 'Secondary Recruitment (Optional)' section has a 'Secondary Recruitment Source' field and a table for 'Advertisement Dates or Special Instructions'. The 'Projects to Charge' section has a table with columns for 'Budget Category' and '% Charge'. The 'or PO#' field is also present. A 'Total %' of 0.000 is displayed at the bottom. A 'Save' button is at the bottom left, and an 'Authorize Request' button is at the bottom right.

**Step 22:** Use the pull down menus next to the "Initiator" and "PI" to select "Approve" to approve the Position Requisition. IMPORTANT: RCUH cannot begin work on the recruitment until all parties (Initiator, PI and FO) approve the Position Requisition.

**RCUH Created the "Authorization Tracking" section on the "Authorize Request" panel for Position Requisitions to provide projects the ability to track the progress of their position requests (prior to recruitment.)**

**A. Job Desc. Formatted/Forward to Classification** – Indicates that RCUH's recruitment section has forwarded the job description to the Director of HR for classification. Requested Posting Date – Represents the date the job was forwarded.

**B. Job Classification Completed/Project Notified** – Indicates that the job description was classified by the Director of HR (or designee) and RCUH

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HR has emailed the final job description and cover memo to Principal Investigator for review/approval.

**C. Signed Cover Memo Rec'd (by 3:30PM)** – Indicates that RCUH HR has received the signed cover memo from Principal Investigator approving final job description and posting.

**D. Job Posted** – Indicates that RCUH HR has posted the position (normally day after RCUH receives signed cover memo.) Actual posting Date – Represents the date that the position was actually posted (i.e. first day of recruitment)

**Step 23:** Click the "OK" button. By clicking on this button, the system will take the user back to the "Recruit 2" Panel.

**Step 24: (LAST STEP)** The user must click on the "Save" button on the "Recruit 2" panel to submit the Position Requisition. The Requisition will NOT be submitted if the "Save" button is not clicked. As this time, the user should notify the Fiscal Officer (if applicable) to log-in to HR Portal to approve the transaction.

Project	PI Name	FO Name
0000232		

Choose "Approve" or "Reject" and click "OK".

22	Approve/Reject:	Logon ID:	Date/Time Stamp:	Auth Code:
*Initiator	✓ <none> Approve Reject	RCUH		
*PI:				
*FO:	<none>			
*RCUH:	<none>			

Post-Authorization Review: ☐

A	ACTION	Operator ID	Date
B	<input type="checkbox"/> Job Desc. formatted/Forward to Classification		
C	<input type="checkbox"/> Job Classification Completed/Project Notified		
D	<input type="checkbox"/> Signed Cover Memo Rec'd (by 3:30 PM)		
	<input type="checkbox"/> Job Posted		

Remember to click SAVE to submit the transaction.

23	OK	Cancel
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## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

ARSS PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INPUTTING INFORMATION INTO THE ARSS					
	ITEMS	DESCRIPTION	PI ROLE	USER ROLE	<input checked="" type="checkbox"/>
1	Name and Contact Information for Secondary Contacts (Optional)	The ARSS allows the user to designate additional contact persons that will receive important email correspondences from RCUH HR. The primary contact will default to the individual listed on the original Position Request.	PI/Designee must decide if he/she would like additional individuals as contacts for the recruitment. Must provide names, phone numbers, and email addresses to the System user.	User will need to enter the names, phone numbers, and email addresses for the additional contact(s).	<input type="checkbox"/>
2	Downloaded Resumes and Supporting Documents and/or Online Applications	These are the documents that applicants have uploaded to the System at the time of application. Some applicants may have completed the online application in lieu of uploading documents.	PI/Designee must review resumes/ applications and determine which individual(s) will be interviewed.	User should download all application documents (resumes, supporting documents, and online applications) and provided copies to the PI/Designee for review. The user should also print out the Applicant Review Panel Listing for all applicants and provide to the PI/Designee.	<input type="checkbox"/>
3	Ranking Scores	These scores represent a comparison between the job description and the applicants qualifications.	PI/Designee must provide scores for each applicant to the System user. PI/Designee must also provide the names of individuals to be interviewed.	User will need to transpose scores for each applicant into the Applicant Review Panel of the ARSS.	<input type="checkbox"/>
INTERVIEW RECOMMENDATION PANEL					
1	Interview Comment Sheets	The Interview Comment Sheet is used during the interview to rank applicants based on 6 criteria (education, experience, knowledge, abilities and skills, secondary qualifications, general ability to perform the job, and presentation).	PI/Designee must complete an Interview Comment Sheet for all applicants that were interviewed. If a panel interview was used, the PI/Designee must generate a single consensus Interview Comment Sheet and the name of the recommended selectee to the System user.	User will need to transpose the scores into the Interview Recommendation Panel of the ARSS. User must also submit forms to RCUH HR.	<input type="checkbox"/>



## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES

### (ARSS) – RANKING APPLICANTS

ARSS PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INPUTTING INFORMATION INTO THE ARSS					
2	Telephone Reference Checks (3)	The project is required to conduct 3 job-related supervisory telephone reference checks for the recommended selectee.	PI/Designee must conduct the job-related supervisory telephone reference checks and complete the Telephone Reference Check Forms. PI/Designee must provide forms to the System user	User must submit Telephone Reference Check forms to RCUH HR.	<input type="checkbox"/>
3	Proof of Educational Degree	This is the copy of diploma/transcript (official or unofficial)	PI/Designee must request document from applicant at the time of interview. In most cases the applicant has already provided a copy to the project at the time of application.	User will need to send a copy of the document to RCUH HR or provide an explanation if not submitted.	<input type="checkbox"/>
DETAILS PANEL					
1	Recommended Start Date	This is the date the project would like the employee to start work. Subject to change by RCUH HR.	PI/Designee must designate a recommended start date and provide date to the System user.	User will need to enter date on the Details Panel of the ARSS.	<input type="checkbox"/>
2	Recommended Monthly/Hourly Pay Rate	This is the pay requested for the selectee. Subject to RCUH HR approval.	PI/Designee must decide the recommended starting pay. Must provide pay information to the System user.	The user will need to enter the pay into the Details Panel of the ARSS.	<input type="checkbox"/>

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

On the main menu:

1. Scroll over "All Transactions Pending"
2. Click on the "ARSS"
3. Click on the "Applicant Review & Selection"

Once the Applicant Review & Selection is clicked, the System will take the user to the "Applicant Review" Panel of the ARSS. This panel lists all applicants for the specific requisition and stores applications, resumes and supporting documents submitted by the applicant. Applicants appear in real time after they complete the application process.

The user completes the initial ranking of the applicants on this panel and determines which applicants qualify for an interview.

FIGURE 8.1. HR PORTAL HOMEPAGE

The screenshot displays the RCUH Human Resources Portal homepage. The top navigation bar includes links for Login, About, and News. The main content area is divided into several sections. On the left, there is a sidebar with links for Hire Employees, Pay Employees, Manage Employees, and Reports. The central section, titled 'Pending My Approval', contains three sub-sections: 'HIRE EMPLOYEES' (No Actions Pending Approval), 'PAY EMPLOYEES' (No Timesheets Pending Your Approval), and 'MANAGE EMPLOYEES' (ePAF (1)). Below these, the 'All Transactions Pending' section is visible, with 'ARSS (15)' highlighted in a red circle. To the right, there are 'Announcements' and 'RCUH Events' sections. At the bottom, there is a 'Search Criteria' form with fields for Transaction Type, Name, Trans ID#, Effective Date, To Date, and Description, along with SEARCH and CLEAR buttons. Below the search form, there is a table titled 'All Pending Requests' with columns for Transaction Status, Trans ID#, Name, Date, Transaction Type, and PI Name. The table shows one entry: 'Initiated', '16412', 'Associate', '10/14/2016', 'Applicant Review & Selection' (highlighted in a red circle), and 'Doe, Randy'. At the bottom left, there is a 'Click to Switch Views' section with buttons for 'View/Search Transactions', 'All Pending Requests', and 'Pending My Approval'.

RCUH Research Corporation of the University of Hawai'i

Welcome Randy Doe, Principal Investigator

Human Resources Portal

Change My Password Sign Out

Hire Employees  
Pay Employees  
Manage Employees  
Reports

Pending My Approval

HIRE EMPLOYEES  
No Actions Pending Approval

PAY EMPLOYEES  
No Timesheets Pending Your Approval

MANAGE EMPLOYEES  
ePAF (1)

All Transactions Pending

HIRE EMPLOYEES  
ARSS (15)  
Non-Recruited Hire (2)  
Position Requisitions (3)

MANAGE EMPLOYEES  
ePAF (3)

Announcements

Travel for Non-Immigrant Employees During Holiday Season

RCUH Timesheet for November 1-15, 2016 Pay period

RCUH Timesheet for October 16-31, 2016 Pay period

TAA-CREF Individual Retirement Counseling Sessions

All RCUH HR Online Systems Down on Saturday, October 8, 2016 from 7:00 AM to 11:00 AM

All RCUH HR Online Systems Down on Thursday, October 6, 2016 from 6:00 AM to 11:00 AM

RCUH Events

November 2016				
Sun	Mon	Tue	Wed	Thu
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Full Page View

RCUH Home HR Policies & Procedures RCUH Forms HR Payroll Calendar HR Payroll Schedule Contact Us

Search Criteria

Transaction Type Transaction Status

Name

Trans ID#

Effective Date To Date

Description

SEARCH CLEAR

All Pending Requests

Transaction Status	Trans ID#	Name	Date	Transaction Type	PI Name
Initiated	16412	Associate	10/14/2016	Applicant Review & Selection	Doe, Randy

Customize Find View All First 1 of 1 Last

Click to Switch Views View/Search Transactions All Pending Requests Pending My Approval



## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 1:** Designate a Secondary Contact for this Recruitment (Optional).

Enter the name, email, and phone number of a project staff member who will be responsible for answering any questions regarding the ranking/selection of the ARSS. This individual will receive important emails from RCUH and may be required to follow-up on outstanding issues pertaining to the ARSS. The user will notice that the name & contact info for the Primary Contact comes from the Position Requisition. The user may add additional secondary contact persons by clicking on the “+” button. If the user wants these “secondary” contact person(s) to receive the same automatic emails as the primary contact person, please check the “Email” checkbox.

**Step 2:** Download the on-line applications, resumes, and supporting documents submitted by each applicant. (i.e., diploma, transcripts, certificates, etc.) Applicants may upload up to 10 documents; however, the system will only display 2. The user must use the view options (circled above) to view all documents. If the applicant did not upload any documents, the user must download the applicant’s online application by clicking on the applicant’s name.

**FIGURE 8.2. “APPLICANT REVIEW” PANEL**

The screenshot displays the 'Applicant Review' interface. At the top, it shows 'Posting ID: 16412', 'Job Title: Associate', 'Closing Date: 12/31/2016', '# Openings: 2', and '# Filled: 0'. Below this is the 'RCUH Contact Info' section with 'Primary' and 'Secondary' contact fields. The 'Secondary' contact 'Doe, Mary' is circled in red. To the right of the contact fields is a 'View Resume & Other Attached Docs Below (Scroll using arrow)' button. Below the contact info is a table titled 'Preliminary Applicant Review (Pre-Interview)' with columns for Name, Application, Edu, Exp, Know, Ab/Sk, Sec, Q, Custom, Total, Interview, and Comments. The table lists three applicants: Doe, John; Doe, Jane; and Doe, Jenny. To the right of the table is a 'Docs' sidebar with 'Resume' links circled in red. At the bottom, there is a 'Comments' section with a 'Printer Friendly' link and a 'Save' button.

Name / View Application	Edu	Exp	Know	Ab/Sk	Sec	Q	Custom	Total	Interview?	Comments
Doe, John										
Doe, Jane										
Doe, Jenny										

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 3:** Rank Applicants: The user must enter scores (1-4) in each category (Edu, Exp, Know, Ab/Sk & Seq Q) based on the applicant's supporting documents submitted as compared to the Primary Qualifications of the Job Description.

### **Scoring System:**

- 1 – Does Not Meet Primary Requirement
- 2 – Marginally Meets Primary Requirement
- 3 – Meets Primary Requirement
- 4- Exceeds Primary Requirement

### **Category Descriptions:**

Edu: Education

Exp: Experience

Know: Knowledge

Ab/Sk: Abilities & Skill

Seq Q: Secondary Qualifications

Custom Ranking: User MUST contact RCUH HR to use this option. This option allows user to customize ranking system.

Total: Summation of ranking scores above.

**Step 4:** Once all the applicants have been ranked, click on the "SORT Applicant by Selection, Rank, Name" button to sort the candidates from highest score to lowest score.

**Step 5:** Click on the "Save" button. (Constant saving is recommended as the save button can be pressed multiple times to prevent data loss between inputs.)

The screenshot displays the 'Preliminary Applicant Review (Pre-Interview)' interface. It features a table with columns for Name / View Application, Edu, Exp, Know, Ab/Sk, Seq Q, Custom, Total, Interview?, and Comments. Three applicants are listed: Doe, John (Total: 20), Doe, Jane (Total: 17), and Doe, Jenny (Total: 12). To the right of the table, there are buttons for 'Docs', 'Resume', and 'Other Documents'. Below the table, a legend indicates: 4=Exceeds, 3=Meets, 2=Marginal, 1=Fails. A button labeled 'SORT Applicant by Selection, Rank, Name' is present. A note states: 'NOTE: Click [Applicant Name] if to view application submitted on-line if there are no Attachments.' Below this, there is a 'Comments' section with a 'Printer Friendly' link and a text area for comments. At the bottom left, there is a 'Save' button.

Name / View Application	Edu	Exp	Know	Ab/Sk	Seq Q	Custom	Total	Interview?	Comments
<a href="#">Doe, John</a>	4	4	4	4	4		20		
<a href="#">Doe, Jane</a>	4	3	3	4	3		17		
<a href="#">Doe, Jenny</a>	3	2	2	2	3		12		

4=Exceeds, 3=Meets, 2=Marginal, 1=Fails

[SORT Applicant by Selection, Rank, Name](#)

NOTE: Click [Applicant Name] if to view application submitted on-line if there are no Attachments.

Comments: [Printer Friendly](#)

User may enter comments in this selection such as if a candidate has withdraw or explanation on why a candidate was not interviewed.

[Save](#)

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 6:** Establish a “Cut-Off” Score. This score represents the total score for which the user/program requires for applicants to qualify for an interview. Please keep in mind that the user/program will need to interview all applicants that meet or exceed this “cut-off” score. For assistance in establishing a cut-off score, please call 956-3100.

**Step 7:** Check off all applicants that have met or exceeded the “cut-off” score, and then click on the “Interview/Recommendation” Panel.

Applicant Review

Interview/Recommendation

Posting ID: 16412   Job Title: Associate   Closing Date: 12/31/2016   # Openings: 2   # Filled: 0

RCUH Contact Info

Primary:

Name:    E-Mail:    Phone:

Secondary:

Name:    E-Mail:    Phone:    Email? ☒

If you are using the custom ranking system, you must first obtain approval from RCUH.

[View Resume & Other Attached Docs Below \(Scroll using arrow\)](#)

Preliminary Applicant Review (Pre-Interview)

Name / View Application	Edu	Exp	Know	Ab/Sk	Sec	Q	Custom	Total	Interview?	Comments	Docs
<a href="#">Doe,John</a>	4	4	4	4	4	4		20	<input type="checkbox"/>		<div>1 of 1 Resume</div>
<a href="#">Doe,Jane</a>	4	3	3	4	3	3		17	<input type="checkbox"/>		<div>1 of 1 Other Documents</div>
<a href="#">Doe,Jenny</a>	3	2	2	2	3	3		12	<input type="checkbox"/>		<div>1 of 1 Resume</div>

4=Exceeds, 3=Meets, 2=Marginal, 1=Fails   [SORT Applicant by Selection,Rank,Name](#)

Comments: [Printer Friendly](#)

User may enter comments in this selection such as if a candidate has withdraw or explanation on why a candidate was not interviewed.

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

For example, let's assume that the cut-off score is 17.

Preliminary Applicant Review (Pre-Interview)										
Name / View Application	Edu	Exp	Know	Ab/Sk	Sec Q	Custom	Total	Interview?	Comments	
<a href="#">Doe, John</a>	4	4	4	4	4	<input type="checkbox"/>	20	<input checked="" type="checkbox"/>		
<a href="#">Doe, Jane</a>	4	3	3	4	3	<input type="checkbox"/>	17	<input checked="" type="checkbox"/>		
<a href="#">Doe, Jenny</a>	3	2	2	2	3	<input type="checkbox"/>	12	<input type="checkbox"/>		

Docs | 1 of 1  
[Resume](#)

Docs | 1 of 1  
[Other Documents](#)

Docs | 1 of 1  
[Resume](#)

Once clicked, the user will notice that only the applicants that have met the “cut-off” score appear on the Interview/Recommendation panel.

Applicant Review		Interview/Recommendation											
<b>Posting ID:</b> 16412	<b>Job Title:</b> Associate	<b>Closing Date:</b> 12/31/2016 <b># Openings:</b> 2											
If you are using the custom ranking system, you must first obtain approval from RCUH.		<b># Filled:</b> 0											
Interview and Selection Summary													
Name	Edu	Exp	Know	Ab/Sk	Sec Q	Gen	Pres	Custom	Total	Select?	Details	Comments	Authorize
Doe, John	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<a href="#">Details</a>		<a href="#">Authorize</a>
Doe, Jane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<a href="#">Details</a>		<a href="#">Authorize</a>
								<input type="checkbox"/>		<input type="checkbox"/>	<a href="#">Details</a>		<a href="#">Authorize</a>

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 8:** Interview applicants and rank them in the “Interview/Recommendation” panel. Similar to the “Applicant Review” panel, the user must now rank applicants based on their responses during the interview. The user will notice that there are two additional criteria (Gen and Pres).

**Gen** – General: The applicant’s general ability to do the job based on their responses during the interview.

**Pres** – Presentation: How the applicant carried themselves through the interview (attitude, attire, professionalism, preparedness, etc.)

Interview and Selection Summary													
Name	Edu	Exp	Know	Ab/Sk	Sec Q	Gen	Pres	Custom	Total	Select?	Details	Comments	Authorize
Doe,John	4	4	4	4	4	4	4	<input type="checkbox"/>	28	<input checked="" type="checkbox"/>	Details		Authorize
Doe,Jane	3	2	3	4	4	3	3	<input type="checkbox"/>	22	<input type="checkbox"/>	Details		Authorize
								<input type="checkbox"/>		<input type="checkbox"/>	Details		Authorize

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 9:** Select the most qualified and best-fit candidate. Once the user has ranked the interviewees, they must select the most qualified and best-fit candidate by checking the selection box next to the candidate. By checking this box, the “Details” button will become available (changes from gray to yellow). Click on the “Details” button to continue.

Interview and Selection Summary													
Name	Edu	Exp	Know	Ab/Sk	Sec Q	Gen	Pres	Custom	Total	Select?	Details	Comments	Authorize
Doe,John	4	4	4	4	4	4	4	<input type="checkbox"/>	28	<input checked="" type="checkbox"/>	Details		Authorize
Doe,Jane	3	2	3	4	4	3	3	<input type="checkbox"/>	22	<input type="checkbox"/>	Details		Authorize
								<input type="checkbox"/>		<input type="checkbox"/>	Details		Authorize



## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 10:** Enter a Recommended Start Date. Keep in mind that the final start date will be designated by RCUH HR. The system will default this date to 8 business days from today's date.


**FTE (Full-Time Equivalency)** – Employees must be hired at the stated FTE.

**Project Distribution** – The project(s)/account(s) that the selectee's salary and fringe benefits will be charged to (Distributed by percentage of charge).

**Step 11:** Enter the "Recommended Monthly Rate." Do not offer this position or tell the selectee the requested salary amount until selection is approved by RCUH HR. Salary is subject to RCUH approval.

**Step 12:** If any of these statements are true, please check the appropriate box(es). If none are true, proceed to the next step.

Name: Doe, John

Recommended Start Date: 01/03/2017  Salary Range at FTE:







Recommended FTE: 1.000000 Min: 2,024.000

Recommended Monthly Rate:  Mid: 4,372.000

Rate: Max: 6,558.000

**Project Distribution**

[Click for Advanced View](#)

Project	Campus	BC (Payroll)	BC (Fringe)	% Dist
4502200 	HCC STARTU	MA 	2087 	2097 
				100.000  

Please check the box if the selectee:

- ☐ is currently an RCUH employee
- ☐ is currently an employee of a governmental agency
- ☐ has relatives employed at RCUH, UH or the State of Hawai'i that have a direct relationship to your project

If you have checked any of the above boxes, or if the recommended salary is at or above mid-point, please explain [Printer Friendly](#)

If the recommended salary inputted above is equal or greater than the Midpoint of the salary range, the user will be required to write a short explanation in the box. Keep in mind that RCUH must approve all pay rate to ensure internal pay equity within the project.

Also, if the user checks off any of the boxes in step 12, they will need to write a short explanation. (Example: Employee will be terminating from UH to accept the RCUH position.)

Please submit supporting documentation to RCUH immediately.  
RCUH will review requests upon receipt of these documents.

- ☐ Copy of diploma/transcript confirming educational quals
- ☐ Interview comment sheet/notes for all interviewed
- ☐ Reference check for the selectee

If you have not checked each of the above, please explain  
(254 character limit) [Printer Friendly](#)

OK Cancel



## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS


**Step 13:** The user/program must submit an interview comment sheet and at least 3 job-related supervisory reference checks to the RCUH HR Office. RCUH cannot review the selection without these documents. Check these 3 boxes to attest that these documents will be submitted immediately to RCUH HR.

**Step 14:** Click OK to be taken back to the “Interview/Recommendation” panel.

If the user/program is not submitting the required documents to RCUH HR, please provide a short explanation (Example: The selectee submitted copy of his/her diploma directly to RCUH HR.) Please contact RCUH HR at 956-3100 for guidance BEFORE entering an explanation.

**Step 15:** Click on the “Authorize” button to open the “Authorize Request” panel.

Name: Doe,John

Recommended Start Date: 01/03/2017  Salary Range at FTE:







Recommended FTE: 1.000000 Min: 2,024.000

Recommended Monthly Rate: 3,000.000 Mid: 4,372.000

Max: 6,558.000

**Project Distribution**

[Click for Advanced View](#)

Project	Campus	BC (Payroll)	BC (Fringe)	% Dist
4502200  HCC STARTU	MA 	2087 	2097 	100.000  

Please check the box if the selectee:

- ☐ is currently an RCUH employee
- ☐ is currently an employee of a governmental agency
- ☐ has relatives employed at RCUH, UH or the State of Hawai'i that have a direct relationship to your project

If you have checked any of the above boxes, or if the recommended salary is at or above mid-point, please explain [Printer Friendly](#)

If the recommended salary inputted above is equal or greater than the Midpoint of the salary range, the user will be required to write a short explanation in the box. Keep in mind that RCUH must approve all pay rate to ensure internal pay equity within the project.

Also, if the user checks off any of the boxes in step 12, they will need to write a short explanation. (Example: Employee will be terminating from UH to accept the RCUH position.)

Please submit supporting documentation to RCUH immediately.  
RCUH will review requests upon receipt of these documents.

- ☒ Copy of diploma/transcript confirming educational quals
- ☒ Interview comment sheet/notes for all interviewed
- ☒ Reference check for the selectee

If you have not checked each of the above, please explain  
(254 character limit) [Printer Friendly](#)

OK Cancel

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

The “Authorize Request” panel contains 7 steps. Each step must be completed in sequential order. Steps 1, 2, & 5 are completed by the user/project. Steps 3, 4, 6, & 7 are completed by RCUH HR. This panel also serves as a tracking system for the user/project to monitor the status of the hire action. Each component is explained in the proceeding steps.

**Doe, John**

	Responsible Party	Task	Approve/Reject	User ID, Date/Time Stamp
<b>Step 1</b>	Initiator	Selection ready for PI review	<none>	
<b>Step 2</b>	PI or Designee	Approval of selection/request for hire	<none>	
<b>Step 3</b>	RCUH	Selection packet rec'd / Pending HR Review	<input type="checkbox"/>	
<b>Step 4</b>	RCUH	Selection approved / Okay to make offer <u>Additional Documents needed based upon Job Description (for RCUH use only):</u> <input type="checkbox"/> Student Verification of Enrollment <input type="checkbox"/> Medical Clearance <input type="checkbox"/> Tuberculosis Clearance <input type="checkbox"/> Valid Diving / Scuba Certificate <input type="checkbox"/> Proof of Lifeguard Certification <input type="checkbox"/> Proof of CPR/First Aid Certification <input type="checkbox"/> Criminal Background Check Authorization Form <input type="checkbox"/> Valid Driver's License <input type="checkbox"/> Proof of Educational Degree <input type="checkbox"/> Signed Form I-9 <input type="checkbox"/> Photo ID Only <input type="checkbox"/> Guide to Employment <input type="checkbox"/> Proof of Vehicle Insurance <input type="checkbox"/> Driver's Abstract	<input type="checkbox"/>	
<b>Step 5</b>	PI or Designee	Offer has been accepted Requested Start Date: <input type="text"/>	<input type="checkbox"/>	
<b>Step 6</b>	RCUH	ERS Compliance Certification Completed ERS Certification: Option not yet selected  RCUH Comments: <input type="text"/>	<input type="checkbox"/>	<a href="#">Printer Friendly</a>
<b>Step 7</b>	RCUH	Selectee is ready for hire RCUH Approved Start Date: <input type="text"/>	<input type="checkbox"/>	<a href="#">Printer Friendly</a>

**Dual Employment**  
Dual Employment:

**Data Entry (RCUH Use Only)**  
☐ Enter Data      User ID      Date/Time Stamp

**Remember to click SAVE to submit the transaction.**

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 16:** Approve **Step 1** (Initiator) and **Step 2** (PI/Designee) by using the pull down menu. Click on the OK button at the bottom of the screen. This will take the user back to the “Interview/Recommendation” panel. Next, the user must click on the Save button.

	Responsible Party	Task	Approve/Reject	UserID, Date/Time Stamp
Step 1	Initiator	Selection ready for PI review	Approve	
Step 2	PI or Designee	Approval of selection/request for hire	Approve <none> Approve Reject	

Once the user clicks the Save button, an automatic email will be sent to the primary and secondary contact(s) notifying them to submit the required documentation (Interview Comment Sheet & Telephone Reference Checks).

### Recruitment: #16412 Associate - Selection Packet Needed for John Doe

#### RCUH Human Resources

To: RCUH Human Resources; RCUH Human Resources  
Cc: r.cuhhr@auto

Thank you for completing the approval for John Doe for Recruitment: ID#16412 Associate.

Please submit the interview comment sheet(s) and telephone reference check(s) to us via email at rcuhr@rcuh.com or via fax at (808) 956-9423 Attention: Recruitment.

Please do not extend the offer of employment until RCUH Human Resources approves the selection.

If you have any questions or need assistance, please call (808) 956-7307 or email rcuhr@rcuh.com.

Thank you!

RCUH Human Resources

Upon receipt of the supporting documents, RCUH HR will approve **Step 3**. A second email will be sent to the primary and secondary contact(s) notifying them of the receipt. RCUH will contact the project within 3 business days with a designation/approval.

### Recruitment: #16412 Associate - Selection Review

#### RCUH Human Resources

To: RCUH Human Resources; RCUH Human Resources  
Cc: r.cuhhr@auto

We have received the selection packet for John Doe.

The review of this selection may take up to five (5) business days to complete. Please do not extend the offer of employment until RCUH Human Resources approves the selection.

RCUH Human Resources will contact you if the selection packet is incomplete or if further justification is needed. Otherwise, you will receive a notice of selection approval via email.

If you have any questions or need assistance, please call (808) 956-7307 or email rcuhr@rcuh.com.

Thank you!

RCUH Human Resources

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

Once RCUH HR has conducted their review of the selection, they will approve **Step 4**. At this point, another email will be sent to the primary and secondary contact(s) notifying them that it is ok to make a formal offer to the selectee. RCUH will also designate any supporting documents that will be needed from the applicant based on the Job Description for the position.

<b>Step 4</b> RCUH	Selection approved / Okay to make offer	✓ RCUH HR, 11/12/2016 10:41:27AM
<u>Additional Documents needed based upon Job Description (for RCUH use only):</u>		
<input type="checkbox"/> Student Verification of Enrollment		
<input type="checkbox"/> Medical Clearance		
<input type="checkbox"/> Tuberculosis Clearance		
<input type="checkbox"/> Valid Diving / Scuba Certificate		
<input type="checkbox"/> Proof of Lifeguard Certification		
<input type="checkbox"/> Proof of CPR/First Aid Certification		
<input checked="" type="checkbox"/> Criminal Background Check Authorization Form		
<input type="checkbox"/> Valid Driver's License		
<input type="checkbox"/> Proof of Educational Degree		
<input checked="" type="checkbox"/> Signed Form I-9		
<input type="checkbox"/> Photo ID Only		
<input type="checkbox"/> Guide to Employment		
<input type="checkbox"/> Proof of Vehicle Insurance		
<input type="checkbox"/> Driver's Abstract		

### Recruitment: #16412 Associate - Okay to Offer Position to John Doe

#### RCUH Human Resources

To: RCUH Human Resources; RCUH Human Resources  
Cc: r.cuhhr@auto



Saturday, November 12, 2016 10:42 AM

Your selection of John Doe has been approved. You may proceed with the job offer at the recommended pay rate of \$3000 per Month at an FTE of 100%.

After John Doe accepts the job offer, you must approve and indicate the Requested Start Date in Step 5 of the Recruitment Authorization Panel.

John Doe will then receive an email from us which will provide login information to the Electronic Hiring System (EHS). Hiring Documents should be completed at least two (2) business days prior to the Requested Start Date. We will notify you of the Approved Start Date via email after we have reviewed and approved all Hiring Documents. John Doe is not authorized to start.

If you have any questions or need assistance, please call (808) 956-7307 or email rcuhhr@rcuh.com.

Thank you!  
RCUH Human Resources

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

**Step 17:** The user/project must contact the selectee and make a formal offer with the approved Salary and FTE stated in the email from RCUH HR. The user MAY NOT offer a higher or lower rate than the stated amount without RCUH HR approval. Once the selectee formally accepts the offer, move on to Step 18.

**Step 18:** Log back in to the HR Portal and navigate to the ARSS. Click on the "Interview/Recommendation" panel and then click on the Authorize button. Check the box next to **Step 5** to notify RCUH that the selectee has accepted the position. Click on the OK button and then click on the Save button.



The screenshot shows a form with a header bar. On the left, it says "Step 5" in a blue box, followed by "PI or Designee". To the right, it says "Offer has been accepted" with a checked checkbox icon. Below this, there is a field labeled "Requested Start Date:" with a date picker showing "11/16/2016".

After completion of **Step 5**, the selectee will receive the following automatic email from RCUH. This email will provide them a User ID (Access Code) and Password to the Electronic Hiring System (EHS). Selectees will be provided instructions and will be required to fill out all new hire documents online. The selectee will be provided a deadline to complete the online new hire documents if he/she would like to be hired by the tentative/requested start date identified by the project.

### Recruitment: Associate - Electronic Hiring Documents

RCUH Human Resources

To: RCUH Human Resources  
Cc: r cuhtrauto



Saturday, November 12, 2016 10:51 AM

The Research Corporation of the University of Hawaii (RCUH) would like to welcome and congratulate you on accepting the job offer.

You are not authorized to start work until you complete the Hiring Documents and the RCUH approves your start date. This must be completed no later than 11/14/2016.

For instructions and to begin completing your Electronic Hiring Documents, please click [EHS](#).

Here is your confidential login information:

Login ID: 16412  
Access Code: 34355

If you have any questions or need assistance, please call (808) 956-7307 or email [rcuhhr@rcuh.com](mailto:rcuhhr@rcuh.com).

Thank you!  
RCUH Human Resources



## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

Once selectee completed the EHS online hiring documents, **Step 6** will show the ERS Certification.

<b>Step</b> <b>6</b>	RCUH	ERS Compliance Certification Completed	<input type="checkbox"/>
<b>ERS Certification:</b> #1: Not an ERS Retirant, and not vested in ERS			
<b>EMP-7 Electronic Certification:</b>		11/12/16 11:12:41AM	John Doe

This email will be provided to selectee and project.

**Recruitment: #16412 Associate - Thank You for Submitting Electronic Hiring Documents**

RCUH Human Resources

To: RCUH Human Resources  
Cc: RCUH Human Resources; RCUH Human Resources; r\_cuhhrauto

Saturday, November 12, 2016 11:13 AM

Dear John Doe:

Thank you for submitting your Electronic Hiring Documents. The RCUH Human Resources Department is reviewing the documents you submitted via our Electronic Hiring System. This process will take between one to three (1-3) days. You will be contacted if we need additional information or documents. Once this review is completed, you will receive a Hire Confirmation email with your approved date of hire.

If you have any questions or need assistance, please call (808) 956-7307 or email rcuhr@rcuh.com.

Thank you!  
RCUH Human Resources

Upon completion of the online New Hire Documents review, RCUH HR will enter a final (approved) start date in **Step 7**. The project will receive a New Hire Confirmation email detailing the hire's employment information. This email will serve as official notice that the hire has been approved to start work.

<b>Step</b> <b>7</b>	RCUH	Selectee is ready for hire	<input checked="" type="checkbox"/>	RCUH HR, 11/12/2016 11:22:53AM
<b>RCUH Approved Start Date:</b>		11/16/2016		
<b>RCUH Comments:</b>		This box is for RCUH HR use only.		Printer Friendly

## SECTION 8. APPLICANT REVIEW AND SELECTION SUMMARIES (ARSS) – RANKING APPLICANTS

To:	RCUH Resources
Cc:	
Bcc:	
Subject:	#16412 Associate - Hire Confirmation
Attachments:	UHAAlertBroadcastNotificationSystem.pdf (103.8 KB)

John Doe is approved to start on 11/16/2016.

Please review the information below and notify RCUH Human Resources at (808) 956-7307 or email [rcuhhr@rcuh.com](mailto:rcuhhr@rcuh.com) of any discrepancies within 24 hours after receiving this.

Employee ID #: You will receive a RCUH Employee Self Service (ESS) User ID# via email. The ESS User ID# will be your RCUH Employee ID#.

Employee Class: Regular

Job Title: Associate

FTE: 100%

FLSA Status: Nonexempt

Pay Rate: \$3000.00 per Month

Distribution Code: 0161

Project # Allocation: 4502200-02 with 100% of total charge to this project.

First Pay Check: 12/07/2016

Medical: Kaiser - Plan A  
Coverage Effective Date: 12/01/2016  
Deduction Date: 11/16/2016

Dental: Waive

Probation Date: 11/15/2017

New Hire Orientation: OAHU

Please review the attached document for more information about enrolling in University of Hawai'i Alert and/or University of Hawai'i Broadcast.

This is provided to you as confirmation on the employment for the individual listed above. This does not create a contract between the Principal Investigator, RCUH and employee. RCUH reserves the right to make changes at any time, with or without notice. Continuation of employment with RCUH is subject to program/operational needs, satisfactory work performance, availability of funding, and compliance with applicable Federal/State laws.

All employees are subject to RCUH Policies and Procedures. Please go to the RCUH Website at [www.rcuh.com](http://www.rcuh.com) for more information.

FLSA Status: Exempt indicates individual is not entitled to earn overtime compensation. Non-Exempt indicates the individual must be paid overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rate of pay under the Fair Labor Standards Act (FLSA).

If enrolled in medical/dental, the enrollment dates and deduction dates are subject to change if the employee does not meet all eligibility requirements at that time (i.e., goes on leave without pay status, reduces FTE below 50%, is not employed at that time, etc).

Thank you!  
RCUH Human Resources