



3.235 RCUH Selection of Regular Hires

I. Policy

The RCUH is an Equal Employment Opportunity (EEO) employer; therefore, all selections must be made in compliance with the EEO Policy. The objective is to hire the right person for the right job; therefore, the best-qualified/best-suited applicant shall be selected. For positions in underutilized job groups, every effort shall be made to hire an applicant who is a member of an identified underutilized group.

Employment of the selected individual(s) is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable federal/State laws.

II. Responsibilities

A. Principal Investigator

1. Follow and comply with the prescribed procedures for selecting a regular status hire(s).
2. Extend the formal job offer only after receiving approval from RCUH Human Resources.

III. Applications

This policy applies to all Principal Investigators and/or designees who conduct their recruitments through the RCUH.

IV. Details of Policy

In order to comply with the EEO Policy, all Principal Investigators and/or designees who recruit for open vacancies must follow the selection procedures described in the "Procedures" section below.

V. Procedures

After completing the recruitment according to Policy 3.234 Recruitment of Regular Hires, you must follow the selection procedures described below:

- A. Rank All Applicants for the Position** – Once the recruitment closes, you must review all application document(s) and complete the initial ranking of all applicants based on the applicants' documented abilities to meet the primary qualifications as defined in the job description and job posting. The ranking is completed on the online HR Portal Applicant Review and Selection Summary (ARSS).

The initial ranking criteria include the following:

1. Education/Training
2. Experience
3. Knowledge
4. Abilities and Skills
5. Secondary Qualifications

B. Interview Candidates for the Position – A reasonable number of qualified applicants must be interviewed. This is determined by the scoring in the Applicant Review panel of the ARSS. Once you have determined your cut-off score for interviewees, all applicants with an equal or higher score must be interviewed.

1. Conduct the Interview: All interviews must be conducted in a fair and consistent manner. Interviewers must comply with all federal and State laws and ensure that no discriminatory interview questions or practices are used.
2. Applicant's Request for Reasonable Accommodations: Reasonable accommodation shall be provided to all qualified and eligible applicants to enable them to participate in the selection process (i.e., job application, job interview, job qualification testing, etc.). You may contact RCUH Human Resources for assistance and guidance.
3. Complete an Interview Comment Sheet: An Interview Comment Sheet for each applicant interviewed is required. The Interview Comment Sheet must include interview rankings and a summary of how the applicant meets the primary qualifications. The interview rankings must also be noted in the Interview/Recommendation Panel of the ARSS. Additional ranking categories include general overall ability to perform job functions and compatibility to job requirements.

Panel/interview committees are optional; however, if the interview was conducted by a panel/interview committee, one summarized version of the Interview Comment Sheet is required.

C. Conduct Supervisory Telephone Reference Checks – Telephone reference checks are required in order to confirm an applicant's qualifications, work performance, and employment history (i.e., dates of employment). The Telephone Reference Check Form should be used to document the reference check.

1. At Least Three Job-Related Supervisory Reference Checks Must Be Performed: These references must be related to the job that the prospective employee is being recommended for. At least one of the three reference checks must be current (i.e., within last three calendar years). When a telephone reference check is not feasible (i.e., the reference is in a foreign country), an email reference check may be completed. Letters of recommendation may not substitute for reference checks.
2. Transfer of a Current RCUH Employee (with the same Principal Investigator): A reference check is not required if the selectee has worked for you for a period of at

least twelve (12) continuous months and a current annual performance evaluation with a score of “satisfactory” or higher is on file.

3. Rehiring a Former RCUH Employee: At least one of the three telephone reference checks must be conducted with the previous project Principal Investigator or with the RCUH Director of Human Resources or designee. If a current employee is being considered for employment with another RCUH project, every attempt must be made to secure the latest Annual Performance Evaluation Form (if applicable).

D. Recommend a Selectee for Hire – Based on your rankings and assessment of the best-qualified candidate, a selection recommendation is made, the ARSS is finalized, a starting salary is requested, and approval by the Principal Investigator is secured online.

1. Provide Additional Justification: Additional justification may be required when there are similarly qualified individuals in the applicant pool or when the selectee did not receive the highest score. Justification is also required when the starting salary is at or above the mid-point of the salary range of the position or if starting rate of selectee is higher than that of current incumbents performing the same or similar work.
2. Forward Selection Packet to RCUH: Selection packets must be forwarded to the RCUH Human Resources Office, and must include the following documents:
 - a. Interview Comment Sheets for all applicants interviewed;
 - b. Telephone Reference Check Forms for the selectee;
 - c. Justification/explanation of selection to explain recommendation for hire (if applicable);
 - d. Proof of degree(s) (i.e., copy of diploma, official or unofficial transcript, or school document) for the selectee if it was not originally submitted in the online system. A transcript (clearly indicating that the degree was awarded) is also required if the diploma does not list the specific area of educational concentration and the position requires a specific degree;
 - e. Proof of any required certifications or certifications used in order to qualify for the position if it was not originally submitted in the online system (i.e., SCUBA, first aid, other certifications, etc.);
 - f. Any other tools used in the selection/interview process (i.e., additional interview notes, etc.). This includes any and all documents that the applicants may have provided directly to the project;
 - g. Explanation for salary recommendation if you are recommending a salary at the midpoint of the salary range or higher, and/or if the recommended salary is higher than that of other individuals performing work at a similar level.

Incomplete selection packets will not be reviewed until all documents are submitted.

E. RCUH Human Resources Must Review/Approve Your Selection – The selection is reviewed by the RCUH Human Resources Department within five (5) business days for

the final determination. RCUH reserves the right not to hire any former employee because of their past performance record as an RCUH employee.

- F. **Make Job Offer to Selectee** – The offer of employment is made by the Principal Investigator **after** receiving approval from the RCUH Director of Human Resources or authorized designee. All formal job offer letters must be submitted to the RCUH Human Resources Department for review and obtain approval **before** they are given to the new hire.
- G. **Selectee Completes Appointment Documents Online** – The selectee will be required to complete all appointment documents online using the Electronic Hiring System (EHS). All individuals working in the United States (U.S.) must have work authorization (as authorized/granted by the applicable U.S. government agencies) and must complete the Form I-9 as part of the hiring process. Refer to Policy 3.236 RCUH New Hire Document Processing for more details.
- H. **Post-Offer Actions and Follow-Ups** – Prior to official start date, additional post-offer actions and follow-ups may be necessary to confirm the employee’s eligibility for employment.
 - 1. Criminal Background Checks: The RCUH Human Resources Department will conduct all post-offer criminal background checks if applicable to the position.
 - 2. Other Post-Offer Eligibility Requirements: Other requirements may include, but are not limited to, security clearances, background checks, submission to a post-offer drug test/physical, and completion of required of forms such as the Dual Employment Form, Employment of Relatives and Others Close Relationships Form, and the RCUH Certification of Compliance – Prospective New Hire (post-job offer) Form.

RCUH or applicable UH offices may also be involved in conducting other post-offer/pre-employment clearances/checks for eligibility for employment. The employee must complete the post-offer eligibility requirements within the specified period. Failure to meet the post-offer employment condition(s) by the stated deadline may result in the rescinding of the position, placement on a leave without pay status until the requirement is met, or termination of employment.

- I. **RCUH Human Resources Approves Selectee to Start Work**: The selectee will be approved to start working only after completing all appointment documents and receiving approval of the hire date from RCUH Human Resources.
- J. **Notification to Applicants**: The RCUH Human Resources Department will notify all applicants via email the outcome of the recruitment after the position has been filled.

VI. Contact

RCUH Employment: (808) 956-7307
rcuh_employment@rcuh.com

VII. Relevant Documents

[Interview Comment Sheet](#)

[Telephone Reference Check Form](#)

[Policy 3.234 Recruitment of Regular Hires](#)

[Policy 3.236 New Hire Document Processing](#)

[Policy 3.110 Equal Employment Opportunity](#)

[I-9 Central](#)

[M-274, Handbook for Employers, Guidance for Completing Form I-9](#)

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