

### 3.234 RCUH Recruitment (Regular Hires)

Effective Date: 01/01/2024

Prior Dates Amended: 09/22/2003, 05/09/2005, 11/01/2007, 01/31/2011, 05/01/2011, 05/29/2012, 05/30/2013, 07/16/2013, 10/16/2013, 01/02/2014, 05/08/2014, 08/14/2016, 11/03/2016, 04/12/2017, 08/08/2017, 10/26/2017, 09/20/2018, 12/10/2018, 02/05/2019, 07/29/2021, 03/08/2023

#### I. PURPOSE

It is RCUH's policy to ensure compliance with Equal Employment Opportunity and Affirmative Action Requirements. Therefore, all Regular status job vacancies must follow the prescribed procedures with regards to initiating and posting a recruitment, and the receipt of job applicants.

#### II. DEFINITIONS

- A. **REGULAR STATUS HIRES:** Subject to an open, competitive recruitment and eligible for the standard employee benefits package dependent on meeting eligibility criteria. Responsibilities, qualifications, and expectations of the position are outlined in a job description, which may be Exempt or Non-Exempt based on classification and approval by RCUH. Refer to [Policy 3.210 Hiring Options Through RCUH](#) for other hiring options.
- B. **POSITION REQUISITION FORM (PRF):** Online recruitment request submitted via the HR Portal to start the Regular Hire hiring process. Refer to [RCUH Recruitment Procedure](#).
- C. **ATTACHMENT B:** The Attachment B process is a University of Hawai'i requirement that involves a review and approval from the UH Office of Human Resources (OHR) and/or Office of Vice President for Research and Innovation (OVPRI) to hire a Regular status position through RCUH. The Attachment B requirement does not apply to Principal Investigators of projects exempt from the Attachment B authorization process (e.g., Direct Projects).
- D. **APPLICANT REVIEW AND SELECTION SUMMARY (ARSS):** Online applicant tracking system, viewable on the HR Portal to review applications, and score and select applicants. Refer to [Policy 3.235 RCUH Selection of Regular Hires](#) for additional information.

### III. RESPONSIBILITIES

#### A. Principal Investigator (or Designee):

1. Initiate and submit a Regular Hire request in the HR Portal when ready to recruit.
2. Follow and comply with the prescribed guidelines and procedures for recruiting for a Regular-status employee(s).

### IV. POLICY

Principal Investigators and/or designees, who plan to recruit for Regular status positions, must go through the formal recruitment process via the HR Portal and advertise the position for either a minimum of:

- Three (3) calendar days on HireNet Hawai'i and visible on the RCUH website's Job Postings page, or
- Five (5) calendar days on HireNet Hawai'i and visible on the RCUH website's Job Postings page when searched with the specific job ID# (virtual Bulletin Board).

All external job listings need to advertise the hourly/salary rate or range within the assigned [RCUH Pay Schedule](#) that reasonably reflects the actual expected compensation of the position and aligns with your current employee equity.

All applicants must apply directly on the RCUH Careers page (<https://www.rcuh.com/work/careers/>) by 11:59 p.m. Hawai'i Standard Time (HST) of the closing date. A complete application includes a cover letter, resume, professional references, and a copy of degree(s), transcripts, or certificate(s). Upon uploading the document(s), applicants will receive a "Receipt of Application" email from RCUH. Refer to Frequently Asked Questions (FAQs) on our Careers page for more guidance.

### V. CONTACT INFORMATION

RCUH Human Resources Recruitment  
Telephone: (808) 956-0872  
Email: [rcuh\\_recruitment@rcuh.com](mailto:rcuh_recruitment@rcuh.com)

### VI. REFERENCES

- A. [RCUH Recruitment Procedure](#)
- B. [Job Description Template](#)
- C. [How to Initiate a Recruitment Request with RCUH \(Attachment B User Guide\)](#)
- D. [Manual Position Requisition Form \(for changes to online form\)](#)
- E. [Common External Publications](#)
- F. [Policy 3.210 Hiring Options Through RCUH](#)

- G. [Policy 3.235 RCUH Selection of Regular Hires](#)
- H. [Policy 3.236 RCUH New Hire Document Processing Policy](#)