



RCUH Recruitment Procedure

Contact Information

RCUH Recruitment: (808) 956-7262 or (808) 956-0872
rcuh_recruitment@rcuh.com

Purpose: To provide a high-level overview of the process to submit a recruitment request and post a job advertisement. The Principal Investigator/Designee must be set up with HR Portal access to initiate a recruitment request.

Additional recruitment resources may be found in the [Document Library > Recruitment](#).

Step	Action	Owner
1	<p>The Principal Investigator/Designee identifies a need for recruitment.</p> <p>The Principal Investigator/Designee must submit a Recruitment Request in the HR Portal by navigating to Hire Employees > Initiate Regular Hire. Detailed instructions can be found in How to Initiate A Recruitment Request with RCUH. If you are a Direct Project, you will still need to submit a recruitment request; however, “Step 2 - Attachment B” is not required.</p> <p>If the request is for a new position, the Job Description Template may be used.</p>	Principal Investigator/Designee
2	<p>RCUH Recruitment receives the request, after it has been approved by OHR and up to Supervisory+ or Fiscal Admin (if applicable) on Step 4 - Authorize. Transaction status will reflect “Received by RCUH” when searching all transactions.</p> <p>RCUH Recruitment will begin their review of the request and may follow up with the Principal Investigator/Designee to clarify items, such as:</p> <ul style="list-style-type: none"> • Contact information for those involved in the recruitment process on the Project side. • An expiring Project Account number • Post Offer/Employment Conditions, including criminal background checks. • The role and responsibilities of the position, if the position is new or changes are submitted for an existing position. 	RCUH Recruitment

3	<p>As part of the review process, RCUH Recruitment will need to evaluate and classify new positions or existing positions with substantial changes.</p> <p>RCUH Recruitment will follow up with the Principal Investigator/Designee listed as the point of contact on Step 3 of the PRF if any additional information is needed to make this determination.</p>	RCUH Recruitment
4	<p>The Principal Investigator/Designee will receive the following items for their review or approval before posting the advertisement for the position:</p> <ul style="list-style-type: none"> • Finalized Job Description • Cover Memo • Comparison of the Job Description from the recruitment request (if one was submitted) versus the finalized Job Description to show changes. <p>After the review is completed, the Principal Investigator/Designee must reply to the email with their approval or return the signed Cover Memo to RCUH Recruitment.</p>	Principal Investigator/Designee
5	<p>RCUH Recruitment receives the email approval or signed Cover Memo and will confirm the following details for the job posting:</p> <ul style="list-style-type: none"> • Recruitment dates • Where the job will be advertised – RCUH Website and HireNet are standard. • Hourly/monthly salary rate or range <p>If there are any changes to these details, the Principal Investigator/Designee must immediately contact RCUH Recruitment to make changes.</p>	RCUH Recruitment
6	<p>RCUH Recruitment advertises the position as confirmed by email.</p> <p>Once the position has been advertised and the posting is live, RCUH Recruitment will send a confirmation email with the following:</p> <ul style="list-style-type: none"> • Final Job Description • Interview Comment Sheet and Telephone Reference Check Forms • Links to the advertisements • Job posting close date 	RCUH Recruitment
7	<p>Applicants must apply online by following these steps:</p> <ul style="list-style-type: none"> • Visit https://www.rcuh.com/work/careers/ • Click “Apply Now” 	Applicants

	<ul style="list-style-type: none"> • Search by job ID# <p>All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) to be considered for recruitment.</p>	
<p>8</p>	<p>After the position is posted, applications can be reviewed by the Principal Investigator/Designee in the HR Portal.</p> <p>To review the current applicants, log into the HR Portal and navigate to:</p> <ul style="list-style-type: none"> • All Transactions > Hire Employees > ARSS • Under Transaction Type, click on Applicant Review & Selection. • Complete the ranking and comments for any applicants, and schedule interviews. <p>Principal Investigator/Designee will receive a reminder email one day prior to the closing date. If the Principal Investigator/Designee would like to keep the job posting open to receive more applications, they must contact RCUH Recruitment prior to the end of the closing date day and provide a date to extend the position.</p> <p>If RCUH Recruitment does not receive this information, the position will close as scheduled.</p> <p>An applicant can only be selected after the initial posting close date. The Principal Investigator/Designee may contact rcuh_employment@rcuh.com with questions regarding the selection process.</p>	<p>Principal Investigator/Designee</p>