

How to Initiate a RCUH Position Request

1

Initiate a PRF in the HR Portal

Login to the HR Portal > Hire
Employees:

- Initiate Regular Hire

Three Recruitment Options:

- Recruit for Replacement
Position
- Create Copy of Existing
Position
- Create New Position

2

Attachment B

Attachment B is a UH
requirement outlined in
Administrative Procedure 12.203
that pertains to hiring through
RCUH. Please contact the UH
Office of Human Resources at
808-956-4091 for any questions
regarding Attachment B
approval.

3

Job Description & Posting Information

- Fill out the position details
including the job description,
pay range/rate, etc.
- Choose to post on primary
sites (free) and optional
secondary sites (free and paid)

4

Authorize & RCUH Review

The RCUH Recruitment team
will receive your position
request, finalize all details, and
email the project to confirm
when the job has been posted.

NEED HELP?

Email Recruitment at
rcuh_recruitment@rcuh.com.