

# How to Initiate a RCUH Position Request

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## Initiate a PRF in the HR Portal

Login to the HR Portal > Hiring Employees:

- Initiate Regular Hire

Three Recruitment Options:

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

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## 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.

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## 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)

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## 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](mailto:rcuh_recruitment@rcuh.com).