

Recruitment Reference Guide

SUBMITTING A RECRUITMENT REQUEST

1 Initiate a Position Request via the HR Portal (Hire Employees: Initiate Regular Hire)

2 RCUH Recruitment reviews approved requests and will reach out if there are any questions or follow up items

3 Job posting is advertised. Posting confirmation is emailed. Applications can be reviewed on ARSS.

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4 Request is reviewed by OHR for approval of the Attachment B (if applicable)

5 A Cover Memo and finalized job description will be sent for final review and approval from the project

- If there are changes to the JD, upload a word document with tracked changes to the recruitment request (see JD Library for the most up-to-date JD)
 - If there are no changes to the JD, no need to upload a document
- Pay Rate/Range must be included and must reasonably reflect the applicant's expected compensation for the role
- View the [Recruitment Document Library](#) for helpful resources

POSTING OPTIONS

- Primary Recruitment:
 - RCUH Bulletin Board, RCUH Website, and HireNet: 3 days aka "Expedited Recruitment". The shortest amount of time for a posting.
 - RCUH Virtual Bulletin Board and HireNet: 5 Days
 - See [Policy 3.234 RCUH Recruitment \(Regular Hires\)](#).
- Secondary Recruitment:
 - External sites: free and paid
 - Common Free: Real Jobs Hawaii, Indeed
 - Common Paid: LinkedIn, Craigslist, Hawaii Jobs on Demand

POSTING CLOSING DATE

- "Until filled" wording is included in job postings as a standard, since it allows more flexibility
- Reply to auto extension emails to easily extend closing dates to collect more applications
- Projects may proceed with selections if the initial closing date has passed
- "Until filled" requires an internal closing date

READY TO SELECT A NEW HIRE?

- Complete the Applicant Review and Selection Summary (ARSS) and send all selection packets and any supporting documentation to the Employment team at rcuh_employment@rcuh.com.

NEED HELP?

Email Recruitment at rcuh_recruitment@rcuh.com.