

Prepared by the Office of Human Resources.  
This replaces Administrative Procedure No. A9.540  
dated May 2002

September 2015

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RECRUITMENT, SELECTION & APPOINTMENTS

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A9.540 RECRUITMENT AND SELECTION OF FACULTY AND  
ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL (APT)  
PERSONNEL

1. Purpose

To implement Section 304-11 H.R.S., Personnel, and to comply with Board of Regents' Policies, Section 9-1(1), General Appointments, and Board of Regents' Policies, Section 1-5, Policy on Nondiscrimination and Affirmative Action. The purpose of this procedure is to facilitate the recruitment and selection process and to ensure compliance with University hiring policies, affirmative action and equal employment opportunity guidelines, and the respective collective bargaining agreements.

2. Objectives

To prescribe procedures for recruitment and selection of Faculty and Administrative, Professional and Technical (APT) personnel.

3. Applicability/Responsibilities

This administrative procedure applies to the recruitment and selection of the best qualified for all faculty and APT positions regardless of funding source. It does not apply to casual appointments which are covered under Administrative Procedure A9.480, Casual Appointments; graduate assistants which are covered under Administrative Procedure A9.550, Appointment of Graduate Assistants; and lecturers, cooperating teachers, counselors which are covered under Administrative Procedure A9.560, Appointment of Lecturers and Cooperating Teachers/Counselors.

The President, Chief Executive Campus Officers or their

official designees, State Director for Career and Technical Education, and Mānoa Deans and Directors are responsible for ensuring that appointment recommendations have been reviewed for conformance with this procedure and other appropriate policies and procedures and are supported by sound human resources management practices.

#### 4. Procedures

##### a. Recruitment Procedures

For each position vacancy, the department or other hiring unit shall:

- 1) Refer to Administrative Procedure, A9.485, Filling of Vacant Positions, for specific procedures and forms to be completed; UH Form 17 (EEO/AA) Suggested Checklist for Recruitment/Hiring Process (Attachment 1).
- 2) Review the position description (for APT positions) for accuracy, and, as appropriate, update to ensure currency of work assignment and compliance with the Americans with Disabilities Act of 1990.

Requests for establishment of new APT positions or updating of existing APT positions with significant changes in the duties must be submitted to the Chancellor's designee or the University Office of Human Resources (OHR), as appropriate, for action under the procedures established by Administrative Procedure A9.210, Classification and Compensation Plan for APT Personnel.

- 3) Analyze work force for underutilization. Before initiating recruitment, the Dean/Director/Provost or official designee shall refer to the current Affirmative Action Plan or contact the Director of EEO/AA (Mānoa and System units), the Campus EEO/AA Coordinator (Hilo/West O'ahu), or the CC Director of EEO/AA (Community Colleges) to determine if there is underutilization in the job group for which

recruitment is to be carried out.

- 4) Conduct affirmative action/recruitment. If there are underrepresented groups, affirmative recruitment efforts should be made in addition to the minimum advertising specified in 4.c., Vacancy Announcement Procedures, below. Contact the Director of EEO/AA (Mānoa and System units), the Campus EEO/AA Coordinator (Hilo/West O'ahu), or the CC Director of EEO/AA (Community Colleges) for more information on affirmative recruitment. Examples of affirmative recruitment efforts may include:
  - a) Specifying a longer recruitment period to encourage a broader applicant pool.
  - b) Including members of underrepresented groups on committees for recruitment, screening, interviewing and selection.
  - c) Encouraging members of underrepresented groups to apply for higher-level positions.
  - d) Sending copies of advertisements to organizations which may bring the available positions to the attention of minorities, as identified by the underutilization analysis.
- 5) Applicants shall be informed of the availability of campus security and crime statistics information. Applicants should be referred to the respective campus security office and/or informed of the campus web page for such information.
- 6) Faculty positions that were advertised and filled on a temporary or non-tenurial basis, must be re-advertised and a competitive search conducted if they are to be filled on a tenure-track basis, unless otherwise specified.

b. Unsolicited Resumes

Colleges/Departments may retain unsolicited resumes. However, if retained, the resumes must be evaluated and considered whenever appropriate vacancies occur. If not retained, the unsolicited resumes should either be returned to the individuals, or the individuals should be notified that consideration for a University position requires an application for the specific advertised position in accordance with advertised application requirements.

c. Vacancy Announcement Procedures

The appropriate Chief Executive Campus Officers or their official designees, State Director for Career and Technical Education, or Mānoa Deans and Directors shall review the recruitment sources.

All pertinent aspects of the position must be advertised. Paid job notices in a Hawai'i newspaper, The Chronicle of Higher Education, or other professional journals may be abbreviated for cost saving purposes or to create more readable advertisements. Such abbreviated notices must be approved by the Appointing Authority or Designee; and all applicants should be sent or referred to a copy of the unabridged advertisement, e.g., via mail, e-mail or web site.

1) Recruitment Period

- a) APT vacancies: All APT positions must be advertised at least ten (10) working days prior to the closing date.
- b) Faculty positions at the Community Colleges and temporary/non-tenurial faculty positions at four-year campuses may be filled through local recruitment only, unless the applicant pool is inadequate.

Such positions must be advertised in a newspaper with statewide distribution at least ten (10) working days prior to the closing date.

- c) National Faculty searches: Faculty positions to be filled through national recruitment must be advertised at least fifteen (15) working days prior to the closing date. (National searches are required for all tenure-track vacancies at four-year campuses.)
- d) Closing dates: Vacancy announcements with specific closing dates should have the same date in all advertising venues.

For waivers of closing dates (e.g., continuous recruitment for hard to fill positions), refer to section 6, "Exceptions."

## 2) Required Advertising Venues

- a) Work at UH or successor: all positions
  - i) All APT and faculty positions shall be advertised at Work at UH or its successor.
  - ii) Departments are to route announcements to their Chief Executive Campus Officer official designee, or Mānoa Deans and Directors, as appropriate, for review prior to publication.
  - iii) Should there be a significant error in the advertisement (e.g., minimum qualifications, salary, etc.), the advertisement should be corrected and republished with a change to the closing date, if appropriate.

### b) Newspaper with Statewide Distribution

In addition to the listing at Work at UH or its successor, the following guidelines apply to advertisements in a newspaper with

statewide distribution:

- i) Faculty positions filled only through local recruitment must be advertised in a newspaper with statewide distribution.
- ii) Faculty positions filled through national recruitment may be advertised in a newspaper with statewide distribution.
- iii) No applicant from outside the University APT workforce shall be approved for appointment in the absence of statewide recruitment.

c) National Advertising

The following positions shall be advertised nationally in appropriate professional journals, electronic bulletins, or other suitable media:

- i) All tenure-track faculty positions on four-year campuses.
- ii) Temporary faculty appointments at four-year campuses when the local applicant pool may be inadequate.
- iii) Community College faculty positions when statewide recruitment has been determined by the Campus EEO/AA Officer, in consultation with the Community Colleges Director of EEO/AA, to be inadequate to provide qualified candidates.

3) Closing dates

- a) All APT vacancy announcements shall have closing dates, and the closing dates should be the same for all advertising venues.

Exceptions to the closing date requirement require OHR approval.

- b) Faculty vacancy announcements may have closing dates or may have continuous recruitment for hard to fill positions. In cases of continuous recruitment, the recommended language is, "review of applications will begin on (date) and will continue until the position is filled."
- 4) After the job announcement has been approved for publication, the hiring unit is responsible for funding and placing the advertisement in newspapers, journals, or other appropriate media.
- 5) All advertisements (except Work at UH or successor) will include the phrase "Equal Opportunity/Affirmative Action Institution" or "EEO/AA Employer" if space is a premium.
- 6) Exceptions
  - a) When there is any variation from the advertising process for faculty positions, prior approval must be obtained from the following:

UH at Mānoa -

Director of EEO/AA

Community Colleges -

CC Director of Human Resources or  
CC Director of EEO/AA

UH at Hilo -

Director of EEO/AA (UHH)

UH - West O'ahu

EEO/AA Coordinator

- b) The following are exceptions to the foregoing vacancy announcement and advertising rules:
- i) A bona fide visiting faculty member with return rights to a home institution or to permanent employment may be appointed without the necessity of advertising. However, candidates for such appointments should be solicited from appropriate institutions, and the selection should be made from among viable candidates using the same criteria and procedures as in making regular appointments. Visiting appointments should be for one year or less. Visiting faculty shall not be subsequently appointed to positions without appropriate recruitment and consideration of a broader applicant pool.
  - ii) An Executive/Managerial appointee with return rights to an APT or Faculty position, pursuant to collective bargaining agreements and Board policies, may be returned to her/his respective position without recruitment. (See respective collective bargaining agreement or applicable Board of Regents' policies.)
  - iii) A faculty member may be reassigned within her/his locus of tenure.
  - iv) A part-time temporary position created for an employee participating in the Incentive Early Retirement (IER) program need not be advertised. However, the filling of the permanent position vacated by the IER employee must be in accordance with all applicable policies and procedures on



recruitment and selection. (Refer to Executive Policy E9.204, Incentive Early Retirement, and Administrative Procedure A9.195, Establishment of New Positions and Abolishment of Positions.)

- v) A temporary faculty position established for recruitment of a dual career couple where the primary hire is being recruited for a tenure-track position.

d. Selection Procedures

- 1) Administrative, Professional and Technical (APT) - see Attachment 3.
- 2) Faculty - see Attachment 4.

e. Appointment Procedures

Refer to Administrative Procedure A9.570, Appointment Procedure for BOR Personnel.

f. Recruitment/Selection Recordkeeping

Affirmative action efforts and results shall be documented, and documentation shall be retained in the employing unit for at least three years (from effective date of appointment), along with other records related to filling the position. These documents are subject to inspection by University officials and authorized representatives of federal and state agencies which are concerned with EEO/AA matters. The System Director of Human Resources, Director of EEO/AA or Campus EEO/AA Coordinator may ask for copies of any of these documents. The following shall be retained:

- 1) One copy of each job advertisement.
- 2) All applications submitted for the position.
- 3) Applicant evaluation form such as UH Form 16,

(EEO/AA) Sample APT Screening/Evaluation Sheet  
(Attachment 3C).

- 4) Interview questions, desired answers/responses, interviewees' responses, and rating sheets.
- 5) Copy of completed UH Form 17, (EEO/AA) BOR Recruitment/Selection Form 17.
- 6) UH Form 18, (EEO/AA) Suggested Checklist for Recruitment/Hiring Process (Attachment 1).
- 7) Copies of any related correspondence.
- 8) Minutes of committee meetings.

## SUGGESTED CHECKLIST FOR RECRUITING/HIRING PROCESS

### Recruiting Process

- [ ] Position was analyzed for underutilized groups (women or minority groups) based on data from the EEO/AA Office.
- [ ] Position vacancy announcement was reviewed to insure that the minimum qualifications and desirable qualifications are job related and are based on knowledge, skills, and abilities.
- [ ] Recruiting methods and selected advertising media are adequate.
- [ ] Position was advertised for at least 10-15 working days, as appropriate.
- [ ] If underutilization exists, affirmative action recruitment was carried out.
- [ ] Verified the advertising and clipped copies of published job announcements.
- [ ] If a casual hire is appointed after minimal recruiting due to exigency (such as lack of time), the hiring unit is notified that such appointment is contingent upon open recruitment.
- [ ] Applicant was informed of availability of campus security and crime statistics information.

### Hiring Process

- [ ] Applicant pool is adequate.
- [ ] All applications under consideration were received or postmarked by the closing date.
- [ ] Persons involved in the evaluation and interviewing process were briefed on:
  - \* search committee's charge
  - \* confidentiality of evaluating and interviewing
  - \* criteria for selection
  - \* position description
  - \* copy of advertisement
  - \* minimum qualifications (MQs)
  - \* desirable qualifications (DQs)
  - \* evaluation forms
  - \* unlawful or improper pre-employment inquiries
  - \* underutilized groups, if any
  - \* A9.540 procedures
  - \* recordkeeping
  - \* APT priority status requirements, if necessary
- [ ] Reasons for nonselection are documented clearly so there is no doubt that the most qualified person is being recommended.
- [ ] Final selection is in accordance with the MQ and DQ ratings on the Form 17 and evaluation sheets.

## ***Instructions for Internal Posting of Job Opening Announcements***

### **General Information**

Designated personnel officers assign authorization to list job openings according to specific work group.

Authorized submitters must list job openings via the Web site at <workatuh.hawaii.edu>. To submit, complete all pertinent fields on the Web-based form and press SUBMIT when ready. Once cleared for posting, announcements will appear online at the job opening listing via the announced web site.

### **Comments**

Do not include EEO/AA references or minority recruitment statements.

Positions will be understood to be permanent, 11 month and full time unless otherwise specified.

Contact designated personnel officer to cancel or amend a posted job opening.

### **Faculty Position**

(Note: multiple vacancies with similar requirements may be consolidated under one title)

**POSITION TITLE**, position number 000000; Campus name (and duty location if different from application address); part time; expected duration/tenure status as appropriate; to begin MM/DD.

**Duties:** Briefly summarize. **Minimum Qualifications:** State degrees and experience required, not less than in classification plan. Condense by avoiding repetition of phrases such as "knowledge of" and "ability to." (Salary: optional). **To apply:** State method, materials required, address. **Closing date:** MM/DD. **Inquiries:** Name and/or phone number.

### **APT Position**

(Note: multiple vacancies with similar requirements may be consolidated under one title)

**POSITION TITLE** (working title *{optional}*); position number; Campus name (and duty location if different from application address); funding source; to begin MM/DD; duration (only if temporary).

**Duties:** Briefly summarize major duties and responsibilities. **Minimum Qualifications:** List in accordance with approved position description. Condense by avoiding repetition of phrases such as "knowledge of" and "ability to." **Desirable Qualifications:** As approved. **Pay range:** Indicate band assignment and designated new hire rate. **To apply:** State method, materials required including UH APT Application Form 64, address. **Closing date:** MM/DD. **Inquiries:** Name and/or phone number.

### APT SELECTION PROCEDURES

1. Individuals who apply for APT vacancies must complete the UH Form 64 “University of Hawai‘i Application Form, Administrative, Professional and Technical Positions” (Attachment 3A) or UH Form 64a “University of Hawai‘i Application Form, Administrative, Professional and Technical Positions” for persons with disabilities (Attachment 3B). Resumes, letters of references, etc. may be requested as additional documents and attached to the APT Application Form (UH Form 64 or UH Form 64a) as required by the advertisement. These forms are available on the World Wide Web at the Office of Human Resources Home Page (<http://www.hawaii.edu/ohr>) under the HR Documents selection / HR Forms subheading.

2. Receiving Office

All applications must be received by the individual or office specified in the vacancy announcements.

As applications are received, a letter should be sent to each applicant to inform the person that the application has been received. Inform the applicant about how long the screening process will take and that she/he will be notified once the committee has reached a decision on her/his application.

3. Closing Date

All applications received during the open recruitment period must be considered. Only those applications postmarked or date stamped by the receiving office by the closing date are considered to have met the filing deadline.

4. APT Priorities

The selection priorities for filling APT positions as contained in the collective bargaining agreement shall be followed.

5. Applicant Evaluation Form

An evaluation form shall be developed. It is recommended that an evaluation form be completed for each applicant. Sample Forms: UH Form 16, (EEO/AA), Sample APT Screening/Evaluation Sheet, Attachment 3C.

The minimum qualifications (MQs) and the additional desirable qualifications (DQs) listed in the advertisement and position description shall be listed on the applicant evaluation form and used as a checklist in screening the applications. Applicants must satisfy all MQs before proceeding further in the selection process.

6. Screening Process

- a) Before conducting the screening process, hiring units should contact their EEO/AA Officer for the most direct policy guidance on EEO/AA pre-employment inquiries. In addition, the committee should decide on the number to be interviewed. A suggested minimum number of applicants to interview is five (5).
- b) Priority applicants should be interviewed first unless they clearly do not meet the MQs. If no priority applicants meet the MQs, then the top nonpriority applicants may be interviewed.
- c) As APT positions allow for equivalencies for education and/or experience requirements, the equivalencies should be determined prior to screening applications. Such equivalencies must be comparable to the educational/degree and experience requirements for the class of work.
- d) The entire selection process is confidential and shall not be discussed with any of the applicants or with anyone outside the process.
- e) It is recommended that the selection committee maintain minutes of its meetings.

7. Interview Process

It is recommended that structured, job-related interview questions along with the acceptable responses be developed prior to any interview. The department should develop a rating sheet (see Attachment 3C).

The head of the hiring unit shall consult with the College Administrative Services Director, Personnel Officer, or Campus EEO/AA Coordinator to review all interview questions and, if necessary, to obtain assistance throughout the interview and screening process. The head of the hiring unit must advise interviewers of the Guideline for Pre-Employment Inquiries under the Hawai'i State Employment Practices Law, copies of which are available through the Director of EEO/AA (Mānoa and System units), the Campus EEO/AA Coordinator (Hilo/West O'ahu), or the CC Director of EEO/AA (Community Colleges).

8. The best qualified available applicant shall be selected.
9. Reference checks are integral in the decision making process. It is imperative that a reference check be done fairly and consistently to serve as a valuable tool in the selection process. Please remember that the same discrimination laws which apply to interview questions also apply to reference checks.

10. The UH Form 17, (EEO/AA) BOR Recruitment/Selection Form 17, must be completed for all APT appointments. The original UH Form 17, with copies of all advertisements shall be filed with the Director of EEO/AA (Mānoa and System units), the Campus EEO/AA Coordinator (Hilo/West O'ahu), or the CC Director of EEO/AA (Community Colleges), respectively.
11. Keep applicants informed throughout the process. If there are unusual delays, notify the applicants. Applicants who have not been selected for the final interview process may be so informed. Once the selection has been made and approved, inform the remaining applicants.
12. The appointing authority should review the Suggested Checklist for Recruiting/Hiring Process (Attachment 1) prior to making the final selection and initiating the appointment procedure .



**UNIVERSITY OF HAWAI'I**  
**APPLICATION FORM**  
**Administrative, Professional and Technical Positions**

Title of Position:		Position No.	
Name: Last	First	Middle	
Home Address:	Street	Apt. #	City State Zip Code
Telephone No.:	Home	Business	
If selected, <b>all</b> individuals must present documentary evidence to verify their eligibility to work, pursuant to the Immigration Reform and Control Act of 1986.			
Please complete the following if you are <b>presently</b> or <b>formerly</b> employed by the University of Hawai'i:			
Department:	Official Position Title:		Campus Phone No.:
College:			
Present Appointment Period (if applicable):		FTE:	BU:
<p>Check <b>one</b> of the following boxes if you are exercising employment rights in accordance with Article 10, BU 8 collective bargaining agreement (eligibility subject to verification by the hiring unit):</p> <p><input type="checkbox"/> I am being relieved or terminated because of a lack of work or other legitimate reasons and have reemployment rights as outlined in Article 9, Employment Security.</p> <p><input type="checkbox"/> I have been relieved or terminated because of a lack of work or other legitimate reasons and have reemployment right as outlined in Article 9, Employment Security.</p> <p><input type="checkbox"/> I am currently in the bargaining unit, and the foregoing statements do not apply to me.</p>			
List chronologically all schools attended beyond Grade 12:			
School Name	Address	Major Field of Study	Degree, Diploma or Certificate & Date Received



List chronologically pertinent military, professional, trade, technical, etc., courses you have completed:			
School Name	Address	Subject Area	Certificate & Date Received
<b>Work Experience</b>			
Provide sufficient detailed information with which to determine your qualifications for the position for which you are applying. Begin with your most recent employment. If additional space is required, continue on a separate sheet and attach securely.			
Present Employer:		From:	To:
Mailing Address:			
Supervisor's Name & Title:		If less than full-time, avg hrs worked per week:	
Your Position Title:			
Description of your duties and responsibilities:			
Employer:		From:	To:
Mailing Address:			
Supervisor's Name & Title:		If less than full-time, avg hrs worked per week:	
Your Position Title:			

Description of duties and responsibilities:	
Employer:	From: To:
Mailing Address:	
Supervisor's Name & Title:	If less than full-time, avg hrs worked per week:
Your Position Title:	
Description of duties and responsibilities:	
Employer:	From: To:
Mailing Address:	
Supervisor's Name & Title:	If less than full-time, avg hrs worked per week:
Your Position Title:	

Description of duties and responsibilities:

**Publications, research, and other professional activities**

Title	Co-authors, Title of Journal or if any	Publication or Publication & Date	If Book, Publication Date & Publisher
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**Knowledge of language other than English if required for the position**

Language	Read Yes/No	Ability to Write Yes/No	Converse Yes/ No
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**Pertinent special qualifications**

List, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc.

I hereby certify that all statements in this application are true and

correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawai'i. I also understand that, if selected, I must present documentary evidence to verify my employment eligibility, pursuant to the Immigration Reform and Control Act of 1986.

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Date

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Signature

**UNIVERSITY OF HAWAI'I NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY**

*The University of Hawai'i is an equal opportunity/affirmative action institution. All qualified applicants will be considered, regardless of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. Women, members of minority groups, veterans and persons with disabilities are encouraged to apply. (Persons with hearing disabilities may call 1-711 or 643-8833.) Applicants with hearing or speech impairments may use the TDD relay service by calling 1-711.*

**CRIME AWARENESS AND CAMPUS SECURITY ACT**

In accordance with the Campus Security Act of 1990, the University of Hawai'i maintains data on the types and number of crimes that occur on University property as well as policies dealing with campus security. To obtain additional information, please visit your respective campus' website or contact your campus' security office.

**An Equal Opportunity/Affirmative Action Institution**



**UNIVERSITY OF HAWAI'I  
APPLICATION FORM  
Administrative, Professional and Technical Positions**

*This form is in alternate format for use by persons with disabilities.*

Title of Position:	Position No.	
Name:      Last                      First                      Middle		
Home Address:              Street                      Apt. #                      City              State      Zip Code		
Telephone No.:    Home                                      Business		
If selected <b>all</b> individuals must present documentary evidence to verify their eligibility to work, pursuant to the Immigration Reform and Control Act of 1986.		
Please complete the following if you are <b>presently</b> or <b>formerly</b> employed by the University of Hawai'i:		
Department:	Official Position Title:	Campus Phone No.:
College:		
Present Appointment Period (if applicable):	FTE:	BU:

Check **one** of the following boxes if you are exercising employment rights in accordance with Article 10, BU 8 collective bargaining agreement (eligibility subject to verification by the hiring unit):

- I am being relieved or terminated because of a lack of work or other legitimate reasons and have reemployment rights as outlined in Article 9, Employment Security.
- I have been relieved or terminated because of a lack of work or other legitimate reasons and have reemployment rights as outlined in Article 9, Employment Security.
- I am currently in the bargaining unit, and the foregoing statements do not apply to me.

List chronologically all schools attended beyond Grade 12:

School Name	Address	Major Field of Study	Degree, Diploma or Certificate & Date Received

List chronologically pertinent military, professional, trade, technical, etc., courses you have completed:

School Name	Address	Subject Area	Certificate & Date Received

**Work Experience**

Provide sufficient detailed information with which to determine your qualifications for the position for which you are applying. Begin with your most recent employment. If additional space is required, continue on a separate sheet and attach securely.

Present Employer:

From:

To:

Mailing Address:

Supervisor's Name & Title:

If less than full-time, avg hrs  
worked per week:

Your Position Title:

Description of your duties and responsibilities:





Mailing Address:	
Supervisor's Name & Title:	If less than full-time, avg hrs worked per week:
Your Position Title:	
Description of duties and responsibilities:	
Employer:	From: To:
Mailing Address:	

Supervisor's Name & Title	If less than full-time, avg hrs worked per week:
Your Position Title:	
Description of duties and responsibilities:	

<b>Publications, research, and other professional activities</b>			
Title	Co-authors, if any	Title of Journal or Publication & Date	If Book, Publication Date & Publisher
<b>Knowledge of language other than English if required for the position:</b>			
Language	Read Yes/No	Ability to Write Yes/No	Converse Yes/No
<b>Pertinent special qualifications</b>			
List, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc.			

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawai‘i. I also understand that, if selected, I must present documentary evidence to verify my employment eligibility, pursuant to the Immigration Reform and Control Act of 1986.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

## **UNIVERSITY OF HAWAI'I NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY**

*The University of Hawai'i is an equal opportunity/affirmative action institution. All qualified applicants will be considered, regardless of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. Women, members of minority groups, veterans and persons with disabilities are encouraged to apply. (Persons with hearing disabilities may call 1-711 or 643-8833.) Applicants with hearing or speech impairments may use the TDD relay service by calling 1-711.*

### **CRIME AWARENESS AND CAMPUS SECURITY ACT**

In accordance with the Campus Security Act of 1990, the University of Hawai'i maintains data on the types and number of crimes that occur on University property as well as policies dealing with campus security. To obtain additional information, please visit your respective campus' website or contact your campus' security office.

### **An Equal Opportunity/Affirmative Action Institution**

SAMPLE APT SCREENING/EVALUATION SHEET

Applicant: \_\_\_\_\_ Position No. \_\_\_\_\_ Position Title: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Application Requirements: Complete  Not Complete

APT Priority Applicant? \_\_\_No or \_\_\_Yes If yes, indicate if Priority 1\_\_\_\_ Priority 2\_\_\_\_ or Priority 3\_\_\_\_

MINIMUM QUALIFICATIONS	DOES NOT MEET	MEETS	MORE THAN ADEQUATE	COMMENTS
1. Graduation from an accredited four-year college or university with major coursework in personnel or public administration, business administration, education or related field.				
2. Six (6) years progressively responsible professional personnel administration experience of which four years must have involved progressively responsible experience in workers' compensation, employee career development and training, and public sector fringe benefits program.				
3. Knowledge of workers' compensation laws, rules and regulations.				
4. Knowledge of staff development programs as well as employee training activities.				
5. Knowledge of law, rules and regulations governing public personnel administration.				
6. Knowledge of principles, practices and techniques of personnel administration and management.				
7. Knowledge of theories, principles and practices of organization and management.				
8. Knowledge of various kinds of disability and loss of bodily functions incurred as a result of disease or injury.				
9. Knowledge of basic principles and practices relating to vocational rehabilitation.				
10. Knowledge of fringe benefits program as applied to public sector employees.				
11. Ability to interpret and apply workers' compensation claims examination policies, precedents and guidelines.				
12. Ability to review, analyze and evaluate facts.				
13. Ability to research data and prepare analytical and comprehensive reports.				
14. Ability to communicate effectively.				
15. Or, any equivalent combination of education and/or experience.				

DESIRABLE QUALIFICATIONS	DOES NOT MEET	MEETS	MORE THAN ADEQUATE	COMMENTS
1. Knowledge of and work experience in a postsecondary institution.				
2. Knowledge of University organization, programs and functions.				
3. Knowledge of State of Hawai'i programs, offices and procedures as it relates to workers' compensation, health benefits and vacation and sick leave administration.				
4. Knowledge of public sector collective bargaining contracts and their relationship to the benefits program.				
5. Knowledge of University's computerized human resources system.				

Interview Candidate?     Yes     No

\_\_\_\_\_

Print Evaluator's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Evaluator's Signature

## FACULTY SELECTION PROCEDURES

1. No application form is required for faculty positions except at the Community Colleges. Letters of interest should be submitted in response to advertisements. Curriculum vitae, letters of references, etc may be requested as indicated in the advertisement.

2. Receiving Office

All applications must be received by the individual or office specified in the vacancy announcements.

As applications are received, a letter should be sent to each applicant to inform the person that the application has been received. Inform the applicant as to the anticipated length of the screening process and that she/he will be notified once a decision has been made on her/his application.

3. Closing Date

All applications received during the open recruitment period must be considered. Only those applications postmarked or date stamped by the receiving office by the closing date are considered to have met the filing deadline.

4. Applicant Evaluation Form

An evaluation form may be developed. It is recommended that an evaluation form be completed for each applicant.

The minimum qualifications (MQs) and the additional desirable qualifications (DQs) listed in the advertisement and position description shall be listed on the applicant evaluation form and used as a checklist in screening the applications. Applicants must satisfy all MQs before proceeding further in selection process.

5. Screening Process

- a) Before conducting the screening process, hiring units should contact her/his EEO/AA Officer for the most direct policy guidance on EEO/AA pre-employment inquiries.
- b) If the faculty position provides for equivalencies for education and/or experience requirements the equivalences should be determined prior to screening applications.
- c) The entire selection process is confidential and shall not be discussed with any of the applicant or with anyone outside the process.
- d) It is recommended that the selection committee maintain minutes of its meetings.

6. Interview Process

It is recommended that job-related interview questions along with the acceptable responses be developed prior to any interview. The hiring unit may develop a rating sheet.

The head of the hiring unit shall consult with the College Administrative Services Director, Personnel Officer, or Campus EEO/AA Coordinator to review all interview questions and, if necessary, to obtain assistance throughout the interview and screening process. The head of the hiring unit must advise interviewers of the Guideline for Pre-Employment Inquiries under the Hawai'i State Employment Practices Law, copies of which are available through the Director of EEO/AA (Mānoa and System units), the Campus EEO/AA Coordinator (Hilo/West O'ahu), or the CC Director of EEO/AA (Community Colleges).

7. The best qualified available applicant shall be selected.
8. Reference checks are integral in the decision making process. It is imperative that reference checks be done fairly and consistently so that they may serve as a valuable tool in the selection process. Please remember that the same discrimination laws applicable to interview questions also apply to reference checks.
9. The UH Form 17 (EEO/AA), BOR Recruitment/Selection Form 17, must be completed for all faculty appointments. The original UH Form 17, with copies of all advertisements shall be filed with the Director of EEO/AA (Mānoa and System units), the Campus EEO/AA Coordinator (Hilo/West O'ahu), or the CC Director of EEO/AA (Community Colleges).
10. Keep applicants informed throughout the process. If there are unusual delays, notify the applicants. Applicants who have not been selected for the final interview process may be so informed. Once the selection has been made and approved, inform the remaining applicants.