

This replaces Administrative Procedure No. A9.540
dated October 1999.

November 1999

RECRUITMENT, SELECTION & APPOINTMENTS

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 procedures, 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 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 Vocational Education, and Mānoa Deans and Directors are responsible for ensuring that all appointment recommendations have been reviewed for conformance with this procedure and other appropriate policies and procedures and are supported by sound personnel practices prior to approval.

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 18 (EEO/AA) Suggested Checklist for Recruitment/Hiring Process (Attachment 1).
- 2) Review the position description (for APT positions) for accuracy, and, as appropriate, revise to ensure compliance with Americans with Disabilities Act of 1990.

Requests for classification of new APT positions or reclassification of existing APT positions with significant changes in the duties must be submitted to the University Office of Human Resources (OHR) for action under the procedures established by Administrative Procedure A9.210, Classification and Compensation Plan for APT Personnel. Refer also to Administrative Procedure A9.250, Position Descriptions 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 under represented 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 than standard 15-working day recruitment period.
 - b) Including members of under represented groups on committees for recruitment, screening, interviewing and selection.
 - c) Encouraging under represented groups to apply for higher-level positions.
 - d) Sending copies of advertisements to organizations who 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.

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 resume should be returned to the individual. In addition, the individual should be notified that to be considered for a position, an application must be submitted in accordance with advertised application requirements for specifically advertised positions only.

c. Vacancy Announcement Procedures

The appropriate Chief Executive Campus Officer or their official designee, State Director for Vocational Education or Mānoa Deans and Directors shall review the

recruitment sources.

All pertinent aspects of a position vacancy 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 a more readable advertisement. Such abbreviated notices must be approved by the Appointing Authority or Designee; and all applicants should be sent a copy of the unabridged advertisement.

1) Kū Lama

- a) All APT and faculty positions shall be advertised in the Kū Lama.
- b) Departments are to route announcements to their Chief Executive Campus Officer, official designee, or Mānoa Deans and Directors for review prior to publication.
- c) Position vacancies must be advertised at least fifteen (15) working days prior to the closing date for receipt of applications.

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.

- d) See Attachment 2, Instructions for Submission of Position Vacancy Announcements to Kū Lama, for specific instructions.

2) Statewide Advertising

In addition to the listing in Kū Lama, the following shall be advertised in a newspaper of general circulation within the State:

- a) All faculty positions.

b) APT positions for which it is expected that hiring may occur from outside the existing University APT workforce. No applicant from outside the University APT workforce shall be approved for appointment in the absence of statewide recruitment.

3) National Advertising

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

a) All tenure-track faculty positions on four-year campuses.

b) All full-time, temporary positions/appointments of Rank 3

or higher Instructional ("I") and Researcher ("R") faculty of 9 months

or longer when a department is underutilized for women or minorities (at any rank).

c) 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.

d) National advertising is strongly encouraged for other temporary faculty appointments when there are under represented groups in the department or when the local applicant pool may be inadequate.

4) After receipt of approval of the advertisement by the approving authority, the advertisement shall be placed directly with the newspapers, magazines, journals, etc., by the program which has the vacancy. Advertising costs are to be paid by the program. The same key information such as job

title, position number, salary (optional for faculty advertisements) and closing date must be used in all publications.

5) All advertisements (except Kū Lama) should include the phrase "Equal Opportunity/Affirmative Action Institution."

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 and UH-West O'ahu -

EEO/AA Coordinator

b) Exceptions to national advertising for faculty shall be justified on the UH Form 17, (EEO/AA), BOR Recruitment/Selection Form 17.

(Copies of the Form 17 can be obtained from the appropriate Campus EEO/AA Coordinator.)

c) The following are exceptions to the vacancy announcement and advertising rules stated above:

i) Bona fide visiting faculty who have return rights to their home institution or 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 agencies/offices 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 advertising and consideration of a broader applicant pool.

- ii) An individual with return rights from Executive/Managerial (E/M) positions under the APT and Faculty collective bargaining agreements. (See respective collective bargaining agreement.)
- iii) A faculty member may be reassigned within his/her 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.)

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 Record keeping

Affirmative action efforts and results shall be documented and retained in the employing unit for at least three years (from effective date of appointment), along with other records related to filling positions. 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 15 working days.
- [] 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
 - * Record keeping
 - * 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 Submission of Position Vacancy Announcements to KūLama

Position vacancies must be submitted in one of two formats:

1. As an ASCII-based word processing file (such as Microsoft Word or WordPerfect) on a 3.5" computer diskette formatted for Macintosh or IBM-compatible, accompanied by a hard (paper) copy of the text. Deliver to Bachman Annex 2.
2. As an e-mail attachment sent to kulama-jobs@hawaii.edu

General Instructions

Ads should be single spaced, flush left, with a single space after periods and should conform to the announcement format below with all-cap and bold-face type as indicated.

Include campus name; abbreviate as follows: UH-Mānoa, UH-Hilo, UH West O‘ahu, Kapi‘olani CC, Kaua‘i CC, etc.

Use correct Hawaiian diacritics (instructions are available at <http://www2.hawaii.edu/help/docs.html>) and printers' punctuation marks, e.g. the ' apostrophe mark rather than ‘ inch mark (refer to your word processing manual).

Deadline is noon eight working days prior to the publication date; the deadline, usually on Tuesday, may vary due to holidays (see current *KūLama* for deadline and corresponding closing dates).

Diskettes labeled with department and location will be returned via campus mail.

Length

- Total word count must not exceed 350. Condense descriptions of duties and qualifications as much as possible, avoiding repetition and unnecessary words. Announcements exceeding the word count will be edited as deemed necessary.
- Unless otherwise specified, announcements will run one time only within a recruitment period.
- Do not include EEO/AA references or minority recruitment statements; these appear elsewhere.
- Include the year in date references ONLY if other than current calendar year.
- Positions will be understood to be permanent and 11-month unless otherwise stated.
- Use % only for part-time positions. Indicate duration only if temporary or less than 11- month appointment.

- **For a notice of cancellation** for an already published ad--list only the position title, number, unit, etc. information up to "Duties."
- **For a readvertisement** if there is no change or only extension of closing date, list only the information up to "Duties" and reference such as "See complete advertisement in the DATE issue of *Kū Lama*."

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); full/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

POSITION TITLE; position number; Campus name (and duty location if different from application address); full/part time; 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 minimum \$/month. **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 he/she will be notified once the committee has reached a decision on their 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. In cases where the qualification of the top applicants are relatively equal, the applicant in an underutilized or under represented group should be selected.
9. 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 apply to reference checks as interview questions.
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).

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 HAWAII
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, all 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 presently or formerly employed by the University of Hawai'i:			
Department:	Official Position Title:	Campus Phone No.:	
College:			
Present Appointment Period (if applicable):	FTE:	BU:	
<p>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):</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
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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:
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Mailing Address:

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

Employer:	From: To:
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Mailing Address:

Supervisor's Name & Title:	If less than full-time, avg hrs worked per week:
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Your Position Title:	
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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, if any	Title of Journal or Publication & Date	If Book, Publication Date & Publisher
Knowledge of language other than English if required for the position			
Language	Read Yes/No	Ability to Write Yes/No	Converse Yes/No
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.

Date

Signature

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

*It is the policy of the University of Hawai'i to provide equity of opportunity in higher education, both in the educational mission and as an employer. All qualified persons, especially, women, members of minority groups, persons with disabilities and Vietnam Era veterans, are encouraged to apply. Those applicants wishing to provide appropriate information regarding their disability or special work place accommodation requirements may do so on a **voluntary** basis.*

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 all 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 presently or formerly 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
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List chronologically pertinent military, professional, trade, technical, etc., courses you have completed:

School Name	Address	Subject Area	Certificate & Date Received
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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:

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 your duties and responsibilities:		

Publications, research, and other professional activities			
Title	Co-authors, if any	Title of Journal or Publication & Date	If Book, Publication Date & Publisher
Knowledge of language other than English if required for the position:			
Language	Read Yes/No	Ability to Write Yes/No	Converse Yes/No
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.

_____ Date

_____ Signature

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*It is the policy of the University of Hawai'i to provide equity of opportunity in higher education, both in the educational mission and as an employer. All qualified persons, especially, women, members of minority groups, persons with disabilities, and Vietnam Era veterans, are encouraged to apply. Those applicants wishing to provide appropriate information regarding their disability or other special work place accommodation requirements may do so on a **voluntary** basis.*

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 course work 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. Individuals who apply for faculty positions may respond to the advertisement in writing. 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 about how long the screening process will take and that he/she will be notified once a decision has been made on their 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 the selection process.

5. 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.
- 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 applicants or with anyone outside the process.
- d) It is recommended that the selection committee maintain minutes of their 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. In cases where the qualification of the top applicants are relatively equal, the applicant in an underutilized or under represented group should 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 apply to reference checks as interview questions.
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.