

APT SELECTION PROCEDURES

1. Individuals who apply for APT vacancies must complete the UH Form 64A "University of Hawai'i Application Form, Administrative, Professional and Technical Positions" (Attachment 3A) or UH Form 64B (Attachment 3B). Names of professional references, etc. may be requested as additional documents and attached to the APT Application Form (UH Form 64A or UH Form 64B) as required by 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 or email should be sent to each applicant through the Online Applicant Data System 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. For BU08 included APT positions, please refer to the Unit 8 contract. For BU78 excluded APT positions, please refer to Board of Regents Policy RP9.215.

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, without regard to sex, ethnicity, veteran or disability status, or other protected categories covered by the Executive Policy on Nondiscrimination, EP1.202.
- 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 Online Form 17, (EEO/AA) BOR Recruitment/Selection Form 17, must be completed for all APT appointments prior to the start date.
- 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 .