

PCSU REGULAR RECRUITMENT REQUEST FORM

Please complete and submit this form
with the job description (in track changes) to

Michael Waring
Email: mwaring@hawaii.edu
Phone: 808-956-9512

Date: _____

1. Requestor Information:

Requestor Name: _____ Phone #: _____

Email: _____

2. Choose a Type of Regular Recruitment Action (choose one):

Create New Position for Recruitment ☐

Recruit for Replacement Position as is (i.e. no changes) ☐

Recruit for Replacement Position with Changes ☐

(If this is a replacement, provide name of previous employee _____)

3. Position Information:

Project Name: _____ Project #(s): _____
(if there are multiple project #'s please include %)

Position Title: _____ No. of Positions: _____

Tentative Start Date: _____ FTE: _____%

Exempt or Nonexempt Position?: _____ Requested RCUH Pay Range: (Optional): _____

*Requested Monthly Salary Rate (excludes benefits/fringe): (\$ _____/mo)

Nonexempt - In compliance with the Affordable Care Act (ACA), effective 07/01/19, the **minimum salaried rate is \$2,321/mo** (hourly equivalent to \$13.39/hr)

Exempt - In compliance with the Federal Fair Labor Standards Act (FLSA), effective 12/01/16, the **minimum salaried rate will be \$3,957/mo**, regardless of the FTE

(To compute monthly salaried rate = hourly rate * 173.333)

4. Requested Posting Requirements:

(Mandatory Posting: RCUH Bulletin Board and HireNet Hawaii Website)

(Minimum Posting: Either 3 calendar days on RCUH website OR **5 calendar days on RCUH Bulletin Board and HireNet Hawaii with NO RCUH website**)

How long do you want the position to be posted?: _____

RCUH Website (no cost): ☐ Yes or ☐ No

Other posting requirements (optional): (e.g. newspaper ads, internet – see Common External Publications (last page))

☐ Newspaper: Name of Newspaper(s): _____ Date(s): _____

☐ Internet: Name of Internet Site(s): _____

☐ Other: Name of Other Source: _____ Date(s): _____

Project # to charge additional posting: _____

5. Additional Requirements of the Job:

YES	NO	Does this job involve (check "yes" even if there is a possibility):
<input type="checkbox"/>	<input type="checkbox"/>	Driving Employee's Own Personal Vehicle, Private Vehicle, or PCHTR Vehicle (see "NOTES" below) Requirements- Upon Hire: Valid driver's license and personal vehicle insurance
<input type="checkbox"/>	<input type="checkbox"/>	Driving a Federal Vehicle (needs prior approval by PCSU Operations Mgr) Requirements – Upon Hire: Valid driver's license
<input type="checkbox"/>	<input type="checkbox"/>	Driving a State Vehicle Requirements – Upon Hire: Valid driver's license
<input type="checkbox"/>	<input type="checkbox"/>	Driving Volunteers Requirements- Upon Hire: Valid driver's license and personal vehicle insurance Post-Offer: Completion of defensive driving course (can be online)
<input type="checkbox"/>	<input type="checkbox"/>	4WD (Manual or Automatic): _____ Requirement- Post-Offer: 4WD training
<input type="checkbox"/>	<input type="checkbox"/>	Working with Minors (includes public outreach/relations, and volunteer trips) Requirement- Upon Hire: Criminal background check How often: _____
<input type="checkbox"/>	<input type="checkbox"/>	Field Work Requirement- Post-Offer: Completion of First Aid/CPR certification
<input type="checkbox"/>	<input type="checkbox"/>	Chainsaw Use Requirement- Post-Offer: Completion of chainsaw training
<input type="checkbox"/>	<input type="checkbox"/>	Basic Helicopter Requirement- Post-Offer: Completion of A100 Any other specific heli training required? (i.e. External Sling-load (A219), Heli- Manager, Transporting Pesticides): _____
<input type="checkbox"/>	<input type="checkbox"/>	High Angle Slopes Ropework/Rappelling (needs SOP, see "NOTES" below) Requirement- Post-Offer: Completion of Ropework/Rappelling training
<input type="checkbox"/>	<input type="checkbox"/>	Tree Climbing Requirement- Post-Offer: Completion of Tree climbing training
<input type="checkbox"/>	<input type="checkbox"/>	Firearms Use (needs an SOP, see "NOTES" below) Requirement- Upon Hire: Criminal background check Post-Offer: State of Hawaii Hunter's certification and completion of National Rifle Association (NRA) training
<input type="checkbox"/>	<input type="checkbox"/>	Non-Restricted Pesticides (i.e. herbicides) Requirement –Upon-Hire: Completion of HAZCOM Post-Offer: Completion of pesticides coursework
<input type="checkbox"/>	<input type="checkbox"/>	Restricted Pesticides Requirement- Upon-Hire: Completion of HAZCOM Post-Offer: Completion of State of Hawaii pesticides license
<input type="checkbox"/>	<input type="checkbox"/>	Work in High Altitudes How high?(may list range) _____ ft How often? _____
<input type="checkbox"/>	<input type="checkbox"/>	Diving (needs to be in proposal/agreement to ensure a diving proposal was submitted to UH, see "NOTES" below) Requirement- Upon-Hire: SCUBA certification
<input type="checkbox"/>	<input type="checkbox"/>	Will Handle Petty Cash Requirement- Upon-Hire: Criminal background check
<input type="checkbox"/>	<input type="checkbox"/>	Swimming/Snorkeling
<input type="checkbox"/>	<input type="checkbox"/>	Boats/Ships
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

NOTES: Personal Vehicle Insurance – employee's name must be on the insurance card or policy. **SOPS** – If your project does not have an SOP, please contact Kahale Pali (pali@hawaii.edu). **Diving Proposal** – To check if a diving proposal was submitted, please contact Nick Joly (njoly@hawaii.edu).

COMMON EXTERNAL PUBLICATIONS (as of 06/07/16)

NAME OF PUBLICATION	DESCRIPTION OF PUBLICATION	ON-LINE/PRINT	COST OF POSTING/AD	DURATION	DEADLINE FOR RCUH SUBMISSION
CareerBuilder		Online	\$419.00	30 Days	None
Conservation Connection	Old HCA website	Online	Free		None
Craigslist		Online	\$25.00	30 Days	None
Hawaii Job Engine	Hawaii owned and operated online Job Website, focused exclusively on the local market.	Online	Free until 12/31/13	30 Days	None
Hawaii Jobs on Demand	In partnership with Oceanic Time Warner Cable, on-line recruitment portal for Oahu.	Online	\$279.65	30 Days	None
HireNet Hawaii (mandatory for all RCUH postings)	Sponsored by the State of Hawaii, Dept. of Labor & Industrial Relations.	Online	Free	30 Days	None
JobLinkNow (hawaiinewsnow.com)	Affiliated with KHNL/KGMB, on-line recruitment portal for Hawaii's employers.	Online	\$209.42	30 Days	None
Job Spider	Free employment info exchange job board.	Online	Free	30 Days	None
Monster	The premier global online employment solution for people seeking jobs.	Online	\$375.00	30 Days	None
Nature Jobs	The worldwide career resource for scientists, providing a wide range of career advice and info.	Online	\$699.00	30 Days	None
Post Jobs Now	Employers can post jobs and jobs will show up on 49 sites including Google, Indeed, SimplyHired, LinkedIn, Twitter, Yahoo, etc.	Online	\$139.00	30 Days	None
Real Jobs Hawaii	Sponsored by KITV, online recruitment portal for Hawaii's employers.	Online	Free	30 Days	None
Sologig	Sister company to CareerBuilders but specializes in IT & Engineering positions	Online	\$299.00	30 Days	None
Tech Jobs Hawaii	Designed to help job seekers find qualified staff for high tech positions in Hawaii.	Online	Free	30 Days	None
Kauai Garden Isle	Kauai's only daily newspaper.	Print	Approx \$248.00 + tax	1 Sunday	Wed at Noon prior to Sunday's run
Hawaii Tribune Herald	Daily regional newspaper for Hilo, Hawaii.	Print	Approx \$200.00 + tax	1 Sunday	Tues at Noon prior to Sunday's run
Honolulu Star Advertiser	Honolulu daily newspaper, State's largest news-gathering organization.	Print	Approx \$1,700.00 + tax	1 Sunday	Wed at Noon prior to Sunday's run
Maui News	Maui daily newspaper.	Print	Approx \$235.00 + tax	1 Sunday	Thurs at Noon prior to Sunday's run
Molokai Dispatch	The longest running publication on Molokai. Prints only on Wed.	Print	Varies \$30-\$728	1 Day	1pm Friday prior to Sunday's run date
West Hawaii Today	Daily regional newspaper for the west side of the Big Island from North Kohala to Ka'u.	Print	Approx \$305.00 + tax	1 Sunday	Tues at 4:00 PM prior to Sunday's run date