Employees at the University of Hawai‘i fall into one of four distinct categories of employment – civil service, faculty, administrative/professional/technical (APT) (professional non-faculty), and executive/managerial. The latter three groups are Board of Regents (BOR) appointees and are collectively referred to as BOR employees. Most employees at the University of Hawai‘i are unionized and are members of specified bargaining units with collective bargaining agreements which may provide members priority status in the filling of vacant positions.

Appointments to positions are subject to University recruitment guidelines and the applicable collective bargaining agreement. (As of July 1, 1998, the statutory residency requirement for APT employees was rescinded pursuant to Act 115, Session Laws of Hawai‘i 1998.)

**Clery Act:** In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai‘i may be viewed at [http://ope.ed.gov/security/](http://ope.ed.gov/security/), or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

**How to Apply for Board of Regents University positions (Professional, Faculty and Executive/Managerial)**

Applications for advertised BOR positions should be made directly with the campus/college in response to recruitment notices. Vacancies released during the week may be advertised locally in the Sunday Star-Advertiser. All BOR vacancies are listed on the University of Hawai‘i Work at UH Web site at [http://www.pers.hawaii.edu/wuh/](http://www.pers.hawaii.edu/wuh/). Vacancies may also be advertised nationally in appropriate journals and other suitable educational publications.

The University of Hawai‘i operates in a delegated human resources environment where the line administrators (Vice President, Chancellor, Dean, Director, etc.) are responsible for receiving applications, interviewing, and appointing employees to BOR positions (except for select executive/managerial positions which require Presidential or BOR approval). Applications, resumes, etc. shall be submitted to the appropriate campus/school/program in accordance with requirements specified in the advertisement. Questions relating to the vacant positions may be directed to the campus/school/program as indicated in the announcement.

Required documents are available in Adobe/Acrobat format at the following Web address under the Employment section:

[http://www.hawaii.edu/ohr/employ.htm](http://www.hawaii.edu/ohr/employ.htm)

For information on the general recruitment process for non-faculty positions, call the University of Hawai‘i Office of Human Resources at (808) 956-8643. For faculty positions, contact the campus/school/program directly as specified in the announcement.

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### How the General Public may apply for Civil Service positions

Visit the following web site: [https://www.pers.hawaii.edu/wuh/csapply.aspx](https://www.pers.hawaii.edu/wuh/csapply.aspx)

### If you are currently employed at the University of Hawaiʻi as a Civil Service employee and want to apply for another Civil Service position within the University

**Eligibility Requirements:** You must be a civil service employee of the University of Hawaiʻi and a member of the State civil service or an exempt employee of the University of Hawaiʻi who has met all of the requirements of Act 128, SLH 2004. In addition, applicants must meet the minimum qualification requirements of the vacant position.

**Forms to Complete:** You must complete the Departmental Competitive Announcement Application, HRD 315A (Rev.10/2013) [http://www.hawaii.edu/ohr/docs/forms/hrd315a.pdf](http://www.hawaii.edu/ohr/docs/forms/hrd315a.pdf) and other supplemental forms as required and submit to the Office of Human Resources, Civil Service Employee Relations, 2440 Campus Road, Administrative Services Building #2, Honolulu, HI 96822-2246 by the specified deadline. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file application.

**Forms Available at:** You may pick up the Departmental Competitive Announcement Application, HRD 315A (Rev.10/2013) at the Office of Human Resources, 2440 Campus Road, Administrative Services Building #2, Honolulu, HI 96822-2246 or at any campus Human Resources Office.

**Quality of Experience:** Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. The applicant’s overall paid or unpaid experience must be of the scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week.

**Physical/Mental Requirements:** Applicants must be able to perform the essential duties and responsibilities of the position, effectively and safely with or without reasonable accommodation.

Available job openings are located at Web site: [http://www.pers.hawaii.edu/roe/vacancy.asp](http://www.pers.hawaii.edu/roe/vacancy.asp)