

OBTAINING EMPLOYMENT AT THE UNIVERSITY OF HAWAI‘I

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 (As of July 1, 1998, the statutory residency requirement for APT employees was rescinded pursuant to Act 115, Session Laws of Hawai‘i 1998.)

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 the respective campus website or contact the appropriate campus security 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 are advertised locally in the Sunday Honolulu Star Bulletin, on its web site at <<http://starbulletin.com/classifieds/jobs.html>> or via the University of Hawai‘i’s Web site at <<http://workatuh.hawaii.edu>>. 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 which means that the line administrators (Senior Vice President, Dean, Director, etc.) are responsible for receiving applications, interviewing, and appointing employees to BOR positions (except for executive/managerial positions which require Presidential or BOR approval). Applicants for positions should file applications, resumes, etc. in accordance with filing requirements specified in the advertisements and address questions to the respective campus/college.

Appropriate forms that may be required are available in Adobe/Acrobat format at the following World Wide Web address under the Employment Opportunities section:

<http://www.hawaii.edu/ohr>

For additional information on advertised positions, call the numbers shown in the respective recruitment notices. For additional information on the general recruitment process for non-faculty positions, call the University of Hawai‘i Office of Human Resources at (808) 956-8988. For Faculty positions, contact the college or campus directly as specified in the announcement.

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How the General Public may apply for Civil Service Positions

Applications for **ALL** Civil Service positions within the State of Hawai‘i must be made directly to State Recruiting Office, Department of Human Resources Development.

Department of Human Resources Development
State Recruiting Office
Leiopapa Kamehameha Building
235 S. Beretania Street, Room 1100
Honolulu, Hawai‘i 96813

This office is located across the street from St. Andrews Cathedral. For further information, you may call JobLink at (808) 587-0977, 24-hours a day. The Hawai‘i State Recruiting Office World Wide Web address is <www.ehawaii.gov.org/statejobs/>.

If you are currently employed at the University of Hawai‘i as a Civil Service Employee and want to apply for another Civil Service position within the University:

Applications Must Be: Regular (permanent) civil service employees of the University of Hawai‘i and meet all conditions of Subchapter 3.03 “Non-Competitive Movements,” State of Hawai‘i Personnel Rules, and State First Consideration Policy.

Forms to Complete: You must complete the Application for Non-Competitive Appointment, HRD 315A (white paper acceptable) 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, Hawai‘i 96822-2246 by the specified deadline. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications.

Forms Available at: You may pick up the Application for Non-Competitive Appointment (HRD 315A) at the Office of Human Resources, 2440 Campus Road, Administrative Services Building #2, Honolulu, Hawai‘i 96822-2246 or at any Personnel Office at each Community College or at the UH at Hilo.

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 physically and mentally efficiently perform the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawai‘i is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should notify the University of their request in order that a determination can be made on its reasonableness and that it would not cause the employer undue hardship.

Available job openings are located at Web site: <<http://www.pers.hawaii.edu/roe/vacancy.asp>>.