

# 9 Steps to using DVR's Provisional Hire Process

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## STEPS

1. DVR staff (counselor or job-developer) meets with state hiring manager to explore the possibilities of either an "On the Job Evaluation" (OJE) or provisional hire (PH). Since OJE is often a good first step prior to PH, this should be explored first; see attached guide on OJEs (guide to be developed later). Prior to this meeting, DVR staff will familiarize themselves with PH and OJE polices under "Vocational Rehabilitation Services" located at: [http://www.labor.state.ak.us/dvr/policy\\_temp.htm](http://www.labor.state.ak.us/dvr/policy_temp.htm)
2. DVR staff is responsible for ensuring their client is prepared for either the OJE and/or PH worksite. This includes verifying the client's Workplace Alaska (WPA) Applicant Profile is up-to-date and available for hiring manager(s) consideration. This is required over a resume. The hiring manager may choose to consider one DVR client or a pool of DVR clients, if available.
3. A mutual decision is then made by DVR staff and hiring manager on proceeding with a PH. If it's a "yes" DVR staff need to contact DVR's Assistant Chief, at 465-6969 for assistance and proceed below. If it's a "no" then client continues to work individually with DVR staff.
4. The hiring manager will be encouraged to contact DVR in the future if any other OJE and/or PH possibilities arise.
5. Hiring manager will notify the Division of Personnel & Labor Relations (DOPLR) HR recruitment staff to obtain approval to proceed further with a potential PH appointment (i.e. check preferential rights such as injured worker, ADA reassignments, layoff lists, as well as eligibility status if client(s) name is known).
6. Once HR has notified hiring manager that it's ok to proceed, the hiring manager may choose to meet with client(s) informally or formally through an interview. If the hiring manager decides to proceed with PH, they complete the "DVR PH Request for Hire Approval" form and attachments. This form is located under "DVR Provisional Hires" under, <http://doa.alaska.gov/dop/workplace/hiringManagerResources/>.
7. Hiring manager will need to submit this form, along with attachments to DVR Assistant Chief located at Juneau Central Office for review and addition of certification letter from DVR's Director. This packet will then be sent into HR for final review and approval.
8. Once the client is hired, DVR staff provides follow-up services as needed, and per DVR's Individualized Plan for Employment (IPE). This may include, for example, periodic on-site visits, assistance with transportation, work adjustment, assistive technology, as needed. The VR counselor must contact the employer/supervisor at least weekly during the first two months of placement and/or contract with a vendor to perform this service to assist with any client performance improvement needs that may be necessary during the clients' 4 month trial work period.

9. The employer must complete a written evaluation utilizing DOPLR's Performance Evaluation Report prior to the conclusion of the four-month trial period in order to convert the employee's status from provisional to probationary. This performance evaluation report, found on DOPLR's HR Forms Page, will be shared with the DVR staff assigned to the client. NOTE: If the employee is retained beyond the 4-month trial period, all of their prior time is counted retroactively as part of their probationary period.

NOTE:

- Provisional Hire (PH) may be used for any State permanent or non-permanent position. However, using PH for short-term non-perm positions should occur only when it's evident that placement significantly enhances their prospects for permanent, long-term, employment.
- Provisional Hire cannot be used for any promotional hiring unless going from a non-permanent to permanent position.