

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL & LABOR RELATIONS
STANDARD OPERATING PROCEDURE

Recruitment
DOPLR-01

II. All Applicant Recruitment

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for approving recruitments with a scope of “All Applicants.” All Applicant recruitments are reserved for those positions or job classes where reasonable and diligent in-state recruitment efforts have resulted in insufficient numbers of qualified Alaskans to meet the state’s workforce needs.

B. Scope

This SOP applies to all positions and job classes in the classified service.

C. Authority

AS 39.25.010
AS 39.25.150
2 AAC 07.056
2 AAC 07.106
2 AAC 07.170

D. Criteria

There must be reasonable knowledge or expectation that in-state recruitment alone would produce fewer than 5 qualified, eligible, and available applicants as demonstrated by either of the following:

- position’s recent recruitment history, within the last 12 months, demonstrates fewer than 5 qualified, eligible, and available applicants in the position’s location; or
- job class recruitment history, within the last 12 months, demonstrates an average of fewer than 5 qualified, eligible, and available applicants in the position’s location.

Recruitments used to demonstrate insufficient qualified applicants must have been opened to Alaska Residents or All Applicants.

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E. Procedure

1. Request

The hiring manager can request that a position be reviewed for all applicant recruitment approval. Written justification to support the request should be provided to the agency HR designee.

2. Approval

The agency Human Resource staff analyzes the request using the criteria outlined in (D) above and, if approval is appropriate, notifies the hiring manager that approval has been granted.

3. Applicant Preference

When an All Applicant recruitment results in an applicant pool with both residents and non-residents, the appointing authority must verify residency of those applicants claiming to be residents of Alaska in accordance with the Residency SOP located at <http://doa.alaska.gov/dop/docpool/pdf/sop/Ch01Recruitment/Sec1AlaskaResidency.pdf>.

Preference in ranking is provided to those applicants who meet the definition of Alaska resident as provided in 2 AAC 07.106. This is accomplished by:

- a. Using a point scoring system; and
- b. Increasing the score of an Alaska resident by 10 percent of the total available score.

This preference cannot be combined with any other preference system. If two preference systems apply, use the system that will provide the greatest benefit to the applicant.

4. After qualified applicants are ranked, appointment is to be made from among the most qualified applicants.

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