

Workplace Alaska

State of Alaska Online

Hiring Manager Job Request *Job Aid*

Workplace Alaska for Hiring Managers: A Division of Personnel Course

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Software Notice

This Workplace Alaska site has been developed for use with Netscape Navigator 4.7 or greater and Microsoft Internet Explorer 5.5 or greater. Support cannot be assured for older versions of these browsers or for other browsers.

Job Request

1. Getting Started

- 1.1. **Type:** URL: <http://workplace.alaska.gov>
 - 1.1.1. Screen: **Welcome to Workplace Alaska !**
- 1.2. **Click:** [Login \(registered users\)](#) link
 - 1.2.1. **Enter:** **User Name and Password** in dialogue box fields
- 1.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
 - 1.3.1. **Notice:** **Welcome: Your User Name**
- 1.4. (Optional) **Click:** the [GGU Contract Change](#) link to read and/or print current information about GGU contract requirements for recruitment
- 1.5. (Optional) **Click:** the [Veterans' Preference](#) link to read and/or print current information about Veterans' Preference in recruitment
- 1.6. (Optional) **Click:** the [Marketing Recruitment Strategies](#) link to read and/or print marketing tips for your recruitment
- 1.7. (Optional) **Click:** the [HM/HR Reference Guides](#) link to read and/or print information on roles and responsibilities, job analysis, legal considerations, interviewing, screening, and selection

2. Access Job Request

- 2.1. **Click:** [Job Requests](#) link
 - 2.1.1. Screen: **Job Request Board**
- 2.2. **Click:** [Job Title \(active\)](#) link
 - 2.2.1. Screen: **Job Class\Active-By Title**
- 2.3. **Click:** (with mouse pointer in the text box field) on the **Class Title:** text box field
 - 2.3.1. **Enter:** **Job Class Title or partial Job Class title** in the **Class Title:** text box field
 - 2.3.2. **Click:** the **Go** button

- 2.3.3. Screen: **Job Class\Active-By Title** page with closest matches to the Class Title you entered
- 2.4. **Click:** [\(Job Title\)](#) link for the appropriate Job Class
 - 2.4.1. Screen: **Class Specification**
 - 2.4.2. **Read:** the document
 - 2.4.3. **Notice:** the [Create Job Request](#) link on the top of the page
- 2.5. **Click:** [Create Job Request](#) link
 - 2.5.1. Screen: **Manager Job Request** template
 - 2.5.2. **Notice:** User Name in the upper right corner

3. Job Request Preparation

- 3.1. **Notice:** Class Code, Title, Range, Department, and Required Job Qualifications are pre-populated
- 3.2. **Select:** appropriate **Division** from the drop-down list box
- 3.3. **Select:** appropriate **Location** from the drop-down list box
- 3.4. **Select:** appropriate **Job Type** from the drop-down list box
- 3.5. For **Seasonal** jobs:
 - 3.5.1. **Check:** **box** to Suppress Seasonal Dates
 - 3.5.2. **Select:** appropriate **Region** from the drop-down list box
 - 3.5.3. **Enter:** appropriate **dates** in the **Seasonal Job Starts** and **Job Ends** fields
- 3.6. **Select:** appropriate **Primary Hiring Manager** from the drop-down list box
- 3.7. **Select:** appropriate **Other Managers who you want to have access:** using the scroll box
 - 3.7.1. **Notice:** you may select more than one entry by holding down the Control key while clicking on multiple choices
- 3.8. **Select:** appropriate **Bargaining Unit** from the drop-down list box
- 3.9. **Enter:** the **Position Control Number** in the **PCN** fields
 - 3.9.1. **Notice:** you may have more than one PCN on the Job Order

- 3.10. **Answer:** the firearm possession/ammunition handling question by **clicking** the **Yes** or the **No** radio button
- 3.11. **Enter:** **salary** (\$ amount) in the **Salary** field
- 3.11.1. **Note:** your department may require that the HR office enter this information
- 3.12. **Select:** appropriate pay schedule from the **Frequency** drop-down list box
- 3.13. **Select:** appropriate **Scope of Recruitment** from the drop-down list box
- 3.14. **Enter:** appropriate **number of days** in the **Length of Recruitment** field
- 3.14.1. **Notice:** minimum and maximum notation
- 3.15. **Enter:** **position description** in the **Briefly describe the position you are trying to fill:** text box field
- 3.15.1. **Note:** it can be helpful to write your job description using word processing software. When satisfied with the wording, you can “cut” the description from the word processing software and “paste” the description in the text box.
- 3.15.2. **Remember:** the purpose of this job description is motivational—you are “selling” the job to qualified applicants. It must also be consistent with the position description.
- 3.15.3. **Note:** **Spell Check** is available for this text box entry by clicking on the **ABC** button or the **Spell check this paragraph** link
- 3.16. **Enter:** appropriate **information** in the **Special Notice** text box field
- 3.16.1. **Note:** notices regarding shift work, weekend work, work environment, travel, modes of travel, and other information that might influence a qualified applicant’s decision to apply is entered here
- 3.16.2. **Note:** **Spell Check** is available for this text box entry by clicking on the **ABC** button or the **Spell check this paragraph** link
- 3.17. **Read:** the **Special Note** information
- 3.18. **Read:** Required Job Qualifications (*minimum qualifications*)
- 3.19. **Enter:** up to **ten desired qualification questions** in the ten **Desired Qualification Questions** fields
- 3.19.1. **Remember:** questions must be legally defensible

- 3.19.2. **Note:** the questions must relate to job requirements and relevant to the position description
- 3.19.3. **Note:** the questions must be written to require a yes or a no response—the “right” answer need not be yes.
- 3.19.4. **Note:** it can be helpful list your questions in descending rank order—most important first
- 3.19.5. **Note:** **Spell Check** is available for this text box entry by clicking on the **ABC**✓ button or the [Spell check this paragraph](#) link
Note: when you activate spell check, it will check each question separately, you will need to respond to each prompt
- 3.19.6. **Remember:** applicants have already answered the Minimum Qualification questions.

- 3.20. **Enter:** **additional information required** in the **additional information** text box field
 - 3.20.1. **Note:** Indicate if the required information is needed before or at the time of the interview.
 - 3.20.2. **Note:** **Spell Check** is available for this text box entry by clicking on the **ABC**✓ button or the [Spell check this paragraph](#) link
 - 3.20.3. **Note:** you need not ask for copies of State of Alaska performance evaluations—you can obtain them through the appropriate Human Resource office

- 3.21. **Enter:** appropriate **contact information** in the five **Contact Person** fields
 - 3.21.1. **Note:** although optional, choosing not to include this information may create a negative impression on qualified applicants
 - 3.21.2. **Note:** you need not complete all five fields

- 3.22. **Select:** appropriate **job request status** from the **Request Status** drop-down list box
 - 3.22.1. **Click:** the [Click here](#) link to **read** information about each status choice

- 3.23. **Enter:** appropriate information in the **Advertising Section** fields
 - 3.23.1. **Note:** follow departmental policy and procedures if you desire additional advertising
 - 3.23.2. **Note:** **Spell Check** is available for this text box entry by clicking on the **ABC**✓ button or the [Spell check this paragraph](#) link

- 3.24. **Enter:** **your comments** for your human resource office in the **Manager Comments** text box field
 - 3.24.1. **Note:** include your initials and the date with your comments

- 3.25. **Click:** on the **Click here to Save** button
 - 3.25.1. **Note:** this saves the job request in the Request Status that you selected in step 2.21. If you do not click this button, your entries will not be saved.

4. Access Job Requests

- 4.1. **Type:** URL: **<http://workplace.alaska.gov>**
 - 4.1.1. Screen: **Welcome to Workplace Alaska !**
- 4.2. **Click:** **[Login \(registered users\)](#)** link
 - 4.2.1. **Enter:** **User Name and Password** in dialogue box fields
- 4.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
 - 4.3.1. **Notice:** **Welcome: Your User Name**
- 4.4. **Click:** **[Job Requests](#)** link
 - 4.4.1. Screen: **Job Request Board**
- 4.5. **Click:** on the **[Status – not flagged for archive](#)** link
 - 4.5.1. Screen: **Job Request\By Status_Not Flagged for Archive**
- 4.6. **Click:** the **blue arrowhead** to the left of the appropriate **department**
 - 4.6.1. Screen: **expanded list of job requests in status order**
- 4.7. **Click:** the **blue arrowhead** to the left of **Hold** to expand the list of job requests you have placed on hold
 - 4.7.1.1. **Note:** hold is the only option available for editing by the hiring manager. Once the job is placed in open status, hiring managers are not allowed to make changes.
 - 4.7.2. Screen: **expanded list of departmental job orders on hold**
 - 4.7.3. **Notice:** the other selection criteria you can use to access job orders
- 4.8. **Click:** appropriate **[\(Job Order\)](#)** link
 - 4.8.1. Screen: **Manager Job Request**

Screening

5. Access Job Responses

- 5.1. Type: URL: <http://workplace.alaska.gov>
 - 5.1.1. Screen: **Welcome to Workplace Alaska !**
- 5.2. Click: [Login \(registered users\)](#) link
 - 5.2.1. Enter: **User Name and Password** in dialogue box fields
- 5.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
 - 5.3.1. Notice: **Welcome: Your User Name**
- 5.4. Click: [Job Responses](#) link
 - 5.4.1. Screen: **Job Responses Board**
- 5.5. Decide: on a View All Applicants sort criteria link ([Job Title](#) or [Responses to Job-specific Questions](#) or [Local Preference](#) or [Dispo Comments](#))

OR

a View Selected Applicants sort criteria link ([Answered Yes to All Questions](#) or [Must Review](#) or [Applicant Name](#) or [GGU Hold](#))

- 5.5.1. Click: on [your chosen](#) link:
 - 5.5.2. [Job Title](#)
Screen: **Pop-up selection box**
Click: on ***Select a Department/Division: in the **Select a Department / Division** : field
Click: on appropriate Department/Division from the drop down menu
Click: on the **Open View** button
Screen: **Job Response by Job Title**
Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

- 5.5.2. [Applicant Name](#)
Screen: **Job Response By Applicant Name**
Click: on desired [Name](#) link

OR

5.5.2. [Local Preference](#)

Screen: **Job Response by Local Preference**

Click: on the **blue arrowhead** to the left of the appropriate department to expand the list to include **MJR**s

Click: on the appropriate **MJR**

OR

5.5.2. [Dispo Comments](#)

Screen: **Pop-up selection box**

Click: on *****Select a Department/Division:** in the **Select a Department / Division :** field

Click: on appropriate Department/Division from the drop down menu

Click: on the **Open View** button

Screen: **Job Response by Dispo Comments**

Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. [Responses to Job-Specific Questions](#)

Screen: **Pop-up selection box**

Click: on *****Select a Department/Division:** in the **Select a Department / Division :** field

Click: on appropriate Department/Division from the drop down menu

Click: on the **Open View** button

Screen: **Job Response by Questions**

Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. [Answered Yes to All Questions](#)

Screen: **Job Response by Yes to All Questions**

Click: on the **blue arrowhead** to the left of the appropriate department

Click: on the **blue arrowhead** to the left of the appropriate division

Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. [Must Review](#)

Screen: **Job Response by Must Review**

Click: on the **blue arrowhead** to the left of the appropriate department

Click: on the **blue arrowhead** to the left of the appropriate division

Click: on the **blue arrowhead** to the left of the appropriate **MJR**

- 5.6. **Click:** appropriate **(applicant name)** link
 - 5.6.1. Screen: **Job Qualification Summary** for the selected applicant
 - 5.6.1.1. **Notice:** the **View Applicant Profile** radio button in the right corner under the heading information; **Click** this button to view the applicant's Personal Profile
 - 5.6.2. **You can now screen the applicant (make the interview decision)**
 - 5.6.3. **Notice:** must review status is indicated with an "eyeglasses" symbol
 - 5.6.4. **Notice:** applicant specific information in the union, veteran, and underutilized columns

When finished viewing the JQS, You have two choices:

- 5.7. **Click:** the **Close** link (upper left corner)
 - 5.7.1. Screen: **expanded list of applicants**
 - 5.7.2. **Note:** use this link if you are not yet ready to Dispo this applicant (Dispo = indicate disposition of the applicant)

OR

- 5.8. **Click:** the **Dispo (Web)** link (upper left corner) or **Dispo (web)** button (at the bottom of the profile)
 - 5.8.1. Screen: **Single Dispo Form**
- 5.9. **Click:** the radio button for the most appropriate disposition reason under **Disposition of Applicant**
 - 5.9.1. If appointed to the position **Enter:** the **date appointed** in the **Date of Appointment** field
- 5.10. **Enter:** appropriate information in the multiple appointment and multiple PCN fields
- 5.11. **Enter:** **applicant disposition information** in the **Managers' Dispo Comments** text-box field
- 5.12. **Click:** the **Save** button to save your entries
 - 5.12.1. Screen: **expanded list of applicants**

- 5.12.2. **Note:** if you click on the **Close (no save)** button, your entries will not be saved and you will return to the **expanded list of applicants** screen

Group Dispo Process

6. Access Job Request

- 6.1. **Type:** URL: <http://workplace.alaska.gov>
 - 6.1.1. Screen: Screen: **Welcome to Workplace Alaska !**
- 6.2. **Click:** [Login \(registered users\)](#) link
 - 6.2.1. **Enter:** **User Name and Password** in dialogue box fields
- 6.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
 - 6.3.1. **Notice:** **Welcome: Your User Name**
- 6.4. **Click:** [Job Requests](#) link
 - 6.4.1. Screen: **Job Request Board**
 - 6.4.1.1. **Note:** to Dispo an entire Applicant Pool
- 6.5. **Click:** on the [Status – not flagged for archive](#) link
 - 6.5.1. Screen: **Job Request\By Status_Not Flagged for Archive**
- 6.6. **Click:** on the **blue arrowhead** to the left of the appropriate department
 - 6.6.1. Screen: **Job Request\By Status_Not Flagged for Archive**
expanded list of sort criteria for selected departmental job orders
- 6.7. **Click:** on the **blue arrowhead** to the left of **Posted** to expand the list of posted job orders
 - 6.7.1. Screen: **Job Request\By Status_Not Flagged for Archive**
expanded list of posted departmental job orders
- 6.8. **Click:** appropriate [\(PCN\)](#) link for the MJR
 - 6.8.1. Screen: **Manager Job Request**
- 6.9. **Click:** the [Group Dispo](#) link at the top of the screen
 - 6.9.1. Screen: **Dispo Process Form**

- 6.10. **Click:** the check box under the **Include All** column for each Applicant JQS you wish to Dispo
 - 6.10.1. **Note:** the Dispo reason and comment must be the same for each selected applicant.
- 6.11. **Click:** the appropriate Dispo reason in the **Select Applicant Dispo** drop-down list box
- 6.12. **Enter:** a concise **comment** in the **Dispo Comments for all selected documents** field
- 6.13. **Click:** the **Save and Refresh** button
 - 6.13.1. Screen: **refreshed Dispo Process Form**
 - 6.13.2. **Note:** you can repeat the process for applicants with different Dispo reasons and comments by repeating the process (6.10. to 6.13.)
- 6.14. **Click:** the **Return to Job Request Board** link at the top left of the page to exit the Dispo Process Form and return to the Job Request Board
 - 6.14.1. **Note:** do not use the browser "back" or "return" feature

Generate Letters & Labels

7. Access Job Responses

- 7.1. **Type:** URL: **<http://workplace.alaska.gov>**
 - 7.1.1. Screen: Screen: **Welcome to Workplace Alaska !**
- 7.2. **Click:** **Login (registered users)** link
 - 7.2.1. **Enter:** **User Name and Password** in dialogue box fields
- 7.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
 - 7.3.1. **Notice:** **Welcome: Your User Name**
- 7.4. **Click:** **Job Responses** link
 - 7.4.1. Screen: **Job Responses Board**
 - 7.4.2. **Note:** you can activate the letters and labels function from the following views ([links](#)): [Job Title](#), [Dispo Comments](#), [Response to Job-specific Questions](#)

7.4.3. **Click:** on [your chosen](#) link:

[Job Title](#) or [Dispo Comments](#) or [Response to Job-specific Questions](#)

Screen: **Pop-up selection box**

Click: on ***Select a Department/Division: in the **Select a Department / Division :** field

Click: on appropriate Department/Division from the drop down menu

Click: on the **Open View** button

Screen: **Job Response by (your chosen link)**

7.4.4. **Click:** on the **blue arrowhead** to the left of the appropriate **MJR**

7.4.4.1. Screen: **expanded list of applicants**

7.4.5. **Click:** on the **Select All** or the **Select None button** on the menu bar **or manually select** each appropriate applicant

Note: a selection box will appear to the left of each applicant name

7.4.6. **Click:** on the **Letters button** on the menu bar

7.4.6.1. A **Pop-up decision box** will appear **"This print function updates the activity log in the JQS. Do you wish to continue?"**

7.4.6.2. **Click:** the **OK** choice

7.4.7. **Select:** the appropriate letter from the drop down selection list and

7.4.7.1. **Type:** the appropriate **signature name** in the field

7.4.7.2. **Click:** on your choice: **PDF** or **IPF**

Note: You can read about the two choices by clicking on the link provided

7.4.7.3. **Print:** the letters to selected applicants

7.4.8. **Click:** on the **Print Other button** on the menu bar

7.4.8.1. **Click:** on your choice: **labels** or **envelopes**

Reports & Charts

8. Access Job Responses

8.1. **Type:** URL: <http://workplace.alaska.gov>

8.1.1. Screen: Screen: **Welcome to Workplace Alaska !**

8.2. **Click:** [Login \(registered users\)](#) link

- 8.2.1. **Enter: User Name and Password** in dialogue box fields
- 8.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
 - 8.3.1. **Notice: Welcome: Your User Name**
- 8.4. **Click: Reports & Charts** link
 - 8.4.1. Screen: **Reports and Charts**

You have three report category options:

Manager Job Requests (MJR) and Posted Recruitments:

Click: on the [Posted Recruitments](#) link and make your report selection choices on the **Pop-up selection box**

or

Job Qualification Summaries (JQS):

Click: on the [Job Responses](#) link and make your report selection choices on the **Pop-up selection box**

or

Pre-Generated Reports & Charts (faster display):

Click: on the [Survey Questions #2 \(pre-March 2002\)](#) link or the [Survey Question #2 \(since March 2002\)](#) link

Screen: the report will appear on an Acrobat Reader (.pdf file format) screen and you will have save and print options

Note: Additional options and choices will become available. For more information, contact your Human Resources Office.