



Personnel Classification Services Guidance

Early Recruitment Guidance

April 14, 2022

The following guidance is provided for when a hiring manager has asked to post a job announcement on Workplace Alaska (WPA) and the position description (PD) has been submitted to and/or is currently in Classification Services for review.

Recruitment Services can begin the recruitment process at an agency's request while a submission for that position is in Classification Services for review. This could happen for any type of vacant submission (Update, Reclass Down, Reclass Up, BU Change, Flexible Staffing request, etc.).

Recruitment staff will contact the appropriate Individual Allocations Department Liaison as soon as an early recruitment has been requested by the hiring manager. This is important as it allows Classification staff time to review the submission and gauge each individual scenario and/or advise Recruitment Services and the hiring manager of issues there may be with the submission, e.g., suspension due to waiting for OMB approval, waiting for information from a supervisor, or addressing flexible staffing training plan issues.

Recruitment staff will advise the agency's hiring manager that by starting the recruitment early, they run the risk that the position may not be allocated to the requested job class or level, at which point they will need to pull the current recruitment and it will be closed out by recruitment staff as a "No hire made". This practice excludes positions recruited through the Labor, Trades, & Crafts (LTC) hiring hall.

Recruitment staff will inform the agency's hiring manager that they may not make a job offer or a hire until the submission is finalized and public in OPD.

Flexible Staffing

If a hiring manager asks to recruit early for a position that is requesting flexible staffing, Recruitment staff will ask the hiring manager the following questions:

- Have you contacted Classification regarding the appropriateness of flexible staffing for this position? (Recommended in AAM 130.270.)
- Has Classification reviewed the flex training plan to ensure that it meets the required criteria listed in AAM 130.270?

If the answer is "no", Recruitment staff should let the hiring manager know that they need to contact the appropriate Individual Allocations Department Liaison to ensure the request meets the flexible staffing requirements. Neglecting to contact Classification Services may result in delays in processing the request (i.e., issues arise during review regarding the appropriateness of flex staffing, the validity of the flexible staffing training plan, or if the duties listed for each level of the flexibly staffed submission are not clearly identified as different from each other). In some cases, the submission may need to be returned to the agency and the recruitment closed as "No hire made".

Note: If a submission is still in the OPD workflow, i.e., the origination, supervisor, division, or department steps when recruitment is requested, the Individual Allocations Department Liaison will

not be able to offer a recommendation regarding early recruitment as the submission has not yet reached Classification Services. At which point, Recruitment Services will be moving forward based on the duties and job class listed in the PD of record.

If you have questions, please contact the appropriate Individual Allocations Department Liaison.