



Personnel and Labor Relations Classification Services Guidance

May 18, 2017

Recruitment Difficulties Guidelines

Recruitment Difficulty is defined as:

- A recruitment has occurred in the last 12-months
- The agency has recruited for at the minimum Alaska Residents only
- The applicant pool has produced fewer than 5 qualified, eligible, and available applicants for the position's location.

What does qualified, eligible, and available mean?

- An applicant is considered “qualified” if they meet the minimum qualifications for the job classification. An applicant does not need to meet the desired qualifications to be considered “qualified.”
- An applicant is considered “eligible” if he/she:
 - Has the right to accept employment in the United States;
 - Is an Alaska resident, if applicable;
 - Has not been convicted of a crime that directly relates to his /her future performance in the position applied for;
 - Has complied with all the requirements of the Selective Services Act; and
 - Has not lost eligibility under 2 AAC 07.112
- An applicant is considered “available” if they are able to report to work within a reasonable period following acceptance of the job offer. Reasonable is defined as a minimum of two to four weeks.

If you have any questions, please contact your department HR staff or DOPLR Classification Services.

This policy memorandum supersedes all other policies with the same subject