



**AO 225 Analysis Worksheet**  
**For persons seeking employment under a PERS waiver**

**This form must be completed and approved by the Division of Personnel prior to offering a position to an applicant for a classified position who intends to work under a PERS waiver.**

- Yes  No      Selected applicant was recruited through a competitive process.
- Yes  No      The recruitment was posted on Workplace Alaska for at least 15 days or the applicant was referred by the LTC hiring hall.
- Yes  No      The hiring authority considered all applicants.
- Yes  No      Selected applicant will have been separated from state service for at least 30 days prior to appointment or, applicant is currently working for the state under a PERS waiver.
- Yes  No      The recruitment resulted in an applicant pool of fewer than five qualified, eligible and available applicants. Qualified is defined as meeting the **minimum qualifications**, not desired qualifications.

In the segment below provide an analysis of required specific education or required strong professional work history of the selected applicant that the other candidates would not be able to acquire by the end of the probationary period. Information provided must be supported by the Applicant Profile and Job Qualification Summary. Job related duties must be supported by the position description of record and the job class specifications.

<u>Selected Applicant Name:</u>	<u>Analysis:</u>

In the segments below please describe in detail for non-selected applicants who were qualified, eligible and available the specific job-related reasons why it has been determined he/she would not be able to acquire the knowledge, skills, or abilities to perform the duties of the position by the end of the probationary period.

<u>Non-selected Applicant Name:</u>	<u>Analysis:</u>

Appointee: \_\_\_\_\_ PCN: \_\_ - \_\_\_\_ Job Class: \_\_\_\_\_

Yes  No The hiring authority acknowledges an obligation to contact the Division of Personnel within 60 days of receipt of approval to hire to develop a plan that articulates the critical components of the position; the knowledge, skills, and abilities that need to be developed in the workplace to assure that the work can be accomplished when the person working under a PERS waiver leaves state service; and a development plan for accomplishing the transfer of knowledge as described in AO 225. Failure to comply with this requirement may jeopardize the ability of the hiring authority to employ individuals under a PERS waiver in the future.

Hiring Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If required by department approval process)

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**To be completed by the Division of Personnel:**

Step placement in accordance with: \_\_\_\_\_

Step approved: \_\_\_\_\_

Approved:  Disapproved:

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date