

Request for Hire Approval Checklist

Guidelines

1	<p>All bargaining unit agreements have contractual requirements regarding layoff and injured worker candidates which stipulate they have rights superceding any other claims in filling positions. For the majority of bargaining units, the determination is made prior to the job request being posted. However, the GGU differs - if a layoff or injured worker becomes available at any time during the posting period for a position, that individual may have rights to that position. This means that a check must be done before posting and after the recruitment period closes. Division of Personnel (DOP) Employee Services (ES) will perform the preliminary check and alert the hiring manager of the existence of a layoff or injured worker candidate prior to posting. When recruitment closes, the manager must send an email to ES requesting that this check be done again. ES will return reply. The hiring manager retains this response. This must be done prior to contacting anyone for an interview.</p>
2	<p>The GGU contract (10.01.E) requires that the 3 most qualified bargaining unit members must be offered an opportunity to interview. "Qualified" means meets minimum qualifications. If the applicant pool contains fewer than 3 GGU members, all must be offered an interview if they meet MQs. If the number of qualified bargaining unit members exceeds 3, evaluate all qualified bargaining unit members to determine the 3 most qualified. If any of the 3 members contacted declines or does not reply to your offer, or does not show up for the interview, you are not required to contact additional members. WPA identifies bargaining unit members by "GG" or "GY" in the BU column.</p> <p><u>Alaska Residents Only or All Applicants recruitments:</u> members can have permanent, probationary, or non-permanent status.</p> <p><u>Department Employees Only or All State Employees recruitments:</u> members must have permanent status. Permanent is defined as holding permanent status in ANY job class in the current period of employment. Current employment is the recent employment period that has no break in service. You will need to contact ES to verify permanent status before offering an interview.</p> <p>Transfers / Rehires: Applicants who indicate they have transfer or rehire rights can be considered without any further working of the list. Injured Workers and layoff individuals may have preference over a rehire or transfer. Check with ES if there are any such employees before proceeding. You will also need to confirm an applicant's rights with ES prior to offering an interview.</p>
3	<p>Pre-interview selection criteria must be documented in the Manager's Job Request (MJR) in the Hiring Manager Remarks area prior to posting. These criteria will determine which applicants will be granted further consideration. Those applicants receiving further consideration must meet minimum qualifications (MQ's) before going any further in the selection process. This includes bargaining unit members, veterans and underutilized applicants. Applicants who fail to meet any part of the MQs (educational requirement, experience requirement, etc.) must be eliminated from competition and receive no further consideration. If you are uncertain whether an applicant qualifies, contact ES.</p>

