

# WorkPlace Alaska

## Request for Hire Approval Checklist

Department / Div. :   
Job Class:   
Recruitment ID:

PCN(s):   
Hiring Manager:   
Date Submitted to DOP:

*Hiring managers, please read the Guidelines prior to attempting this checklist.  
The Guidelines correspond to the question number.*

Please send this checklist as an email attachment to get approval for your hire.  
If you have not completed this form, your request will be returned.  
Answer all questions. Explain any "No" answers in the "Comments" section.

- 1) **GGU Full/Part-Time/Seasonal Positions only:** When the posting period for this recruitment ended, did you check with Employee Services (ES) to ensure no layoff or injured worker candidates had become available for this job class during the posting period?  Yes  N/A
  
- 2) **A. GGU positions only:** If you had 3 or fewer bargaining unit members who met the minimum qualifications (MQs), did you offer the opportunity to interview to all of them?  Yes  No  
**B. GGU positions only:** If you had more than 3 bargaining unit members who met the MQs, did you offer the opportunity to interview to the 3 most qualified?  Yes  N/A
  
- 3) **A.** For each applicant who meet the pre-interview selection criteria, did you review each Applicant Profile and Job Qualification Summary (JQS) to ensure the MQs were met?  Yes  No  
**B.** Did the successful applicant explain in their JQS how they met the MQs?  Yes  No
  
- 4) If your proposed appointee(s) meet MQs with education, have you faxed copies of their required transcripts to ES?  Yes  No
  
- 5) Did you ensure that the successful applicant's responses to the Desired Qualification (DQ) questions were supported in the Applicant Profile and JQS?  Yes  No
  
- 6) Did you get prior approval from DOP on your decision NOT to interview any applicant with a conviction?  Yes  N/A
  
- 7) Did you offer all 10-point veterans who met MQs the opportunity to interview?  Yes  N/A
  
- 8) Did you consider all 5 point veterans who met MQs?  Yes  N/A
  
- 9) **SU positions only:** If there are 5 qualified members in the applicant pool, did you offer the opportunity to interview to at least 5 qualified bargaining  Yes  N/A

**unit members with permanent status?**

**|**

- 10) **KK positions only:** Did you give the opportunity to interview for all applicants who were CEA members who met the MQs?  Yes  N/A
- 11) **All State Employees/Department Employees recruitments only:** Have you confirmed all applicants who meet MQs are permanent employees?  Yes  N/A
- 12) Did you consider all underutilized candidates who meet MQs?  Yes  No
- 13) Did your successful applicant sign the Applicant Certification form attesting to the accuracy of the information provided in the Applicant Profile/JQS?  Yes  No
- 14) A. Did you check references for the top candidates? Checking references is a policy of the State of Alaska.  Yes  No
- B. If the candidate is a current state employee, did you request prior evaluations from DOP Records, please call 465-2191 or 465-3380.  Yes  No
- 15) Is the proposed appointee(s) related to anyone employed in the same department? If so, has it been approved by the Commissioner or designee in your department?  Yes  No  
*\*A nepotism waiver must be approved prior to making the job offer.*
- 16) Has the dispo status been entered for all applicants including your proposed appointee(s) and duplicate applications?  Yes  No
- 17) **GGU Positions only:** If the interview resulted in a ranking of the applicants, did you rank the top five most qualified applicants who were interviewed?  Yes  No
- 18) If this position requires a Commercial Driver's License (CDL), does your successful applicant possess the license or can they obtain it? Please make two copies, one for ES and one for your files.  Yes  N/A
- 19) If this position requires the use of a firearm, did you ensure your successful candidate filled out the Firearm Certification form?  Yes  N/A
- 20) Save this checklist as "HireAppChecklist PCN\_\_-\_\_\_\_". Email this file as an attachment to your ES recruitment contact.

COMMENTS (Please explain below any "No" answers)

**Remember!! Per 2 AAC 07.113**  
**You must retain all documentation regarding this selection for 2 years after the appointment is made.**