

LTC HIRE CHECKLIST

Department / Division:		Position Control Number (PCN):	
Job Class:		Hiring Manager:	
Selected Candidate:		Date Submitted to DOP:	

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

LTC Non Permanent positions:

Have you requested and received an approved Non Perm Request from the Division of Personnel, Classification Unit?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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Have you sent your Employee Services contact the completed Request for Worker form for submission to LTC Union?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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LTC Permanent Positions:

Does the PD accurately reflect the duties, supervisory relationships, physical requirements, and organizational structure for the position?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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LTC Permanent positions - Promotions:

Have you contacted Employee Services via email to confirm there are no layoffs prior to posting your job announcement at the duty station?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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After posting for four (4) working days, did you fax the job announcement to your Employee Services contact to confirm the seniority of the interested employees before you started the interview process?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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If neither of the top senior applicants are considered qualified and competent for the position did you provide a written reason to Employee Services why you want to reject the applicant(s)?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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LTC Union Referral:

Have you emailed your Employee Services contact the completed Request for Worker form for submission to LTC Union?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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Did you interview all Union referred candidates?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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If neither of the referred applicants are considered qualified and competent for the position did you provide a written reason why you want to reject the applicant(s) to Employee Services?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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Transfers/Demotions:

Have you contacted your Employee Services contact for approval if you would like to offer the position to either a transfer or demotion applicant? (It is required to post your vacancy for 4 days for promotional opportunities. If no promotional candidate applies, you may accept transfers and/or demotion candidates).	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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All LTC recruitment's:

Did you have all applicants who you interviewed sign the applicant certification form prior to or at the time of interview?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Checking references is a policy of the State of Alaska; did you check references for the proposed appointee?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Is the proposed appointee(s) related to anyone employed in the same department? **If so, you must have a nepotism waiver approved prior to making the job offer**.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Commercial Driver's License (CDL) Required positions:

Have you submitted a copy of the proposed appointee's CDL with endorsements to your Employee Services contact?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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Firearm Positions:

Did you have all applicants sign the Firearms Certification Form prior to or at time of interview?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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LTC Hire Approval:

Have you submitted the applicant certification form, residency affidavit form, firearm certification form (if necessary), Nepotism Waiver (if applicable), copy of CDL with endorsements (if applicable) and all relevant information to your Employee Services contact for hiring approval?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Save this checklist as "HireAppChecklist PCN _____ - _____. Email this file as an attachment to your Employee Services Contact.

*****You may not offer the position until approved by Employee Services**.***

COMMENTS (Please explain below any "No" answers)

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IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES OR ANY PART OF THE HIRING PROCESS, PLEASE CONTACT EMPLOYEE SERVICES.

Employee Services Contacts:

Tara Stephens
Tara_Stephens@admin.state.ak.us
Phone: (907) 465-4432
Fax: (907) 465-2576

Sara Corrazza
Sara_Corrazza@admin.state.ak.us
Phone: (907) 465-5807
Fax: (907) 465-2576

Guidelines for Hiring Managers

Permanent Position Description:

If the Position Description (PD) is less than five (5) years old and no substantive changes in duties has occurred, it is not necessary to submit a new PD prior to recruitment. If you need the current PD, Employee Records can help you, please call 465-2191 or 465-3380.

The PD must accurately reflect the duties, supervisory relationships, physical requirements, and organizational structure for the position.

*Note - If the position description requires updating, submit a new PD to the Classification Section. The position cannot be posted until the update is processed.

Verify Seniority List - All Positions:

Please contact an Employee Service representative to verify the duty station seniority list.

Permanent Position - Promotional Posting:

Prior to posting the vacancy you must contact Employee Services via email for verification that there are no layoffs. When a vacancy occurs, promotions shall be initiated by posting the job announcement at the duty station where the vacancy occurs. Job announcements shall be posted in a location or locations where all eligible candidates could reasonably be expected to be aware of the vacancy. Positions that are posted for promotions must have a Job Announcement and the Competency Specifications (found at <http://www.local71.com/>) posted for four (4) working days.

After the job posting has been posted for four (4) working days, contact Employee Services to confirm the top two (2) senior qualified employees/candidates to be scheduled for interview. If your top two most senior applicants are not qualified and/or competent, you must continue down the list of those that signed the posting in seniority order. Remember that all applicants must sign the applicant certification form at time of interview.

Transfers/Demotions:

It is required to post your vacancy for promotional opportunities for 4 days. If no eligible promotional candidate applies, you may accept transfers and/or demotion candidates. Contact your Employee Services contact for approval if you would like to offer the position to either a transfer or demotion candidate.

Union Referral:

If there are no promotional opportunities for permanent positions, no candidate(s) signed your promotional posting, or if your vacant position is a nonpermanent position, your vacancy must be filled by referral from Local 71.

After you have received departmental approval to recruit for your position, submit a Request for Worker form to your Employee Services contact. Employee Services is responsible for submission of the request to Local 71. You may find this form on the HR Forms page: <http://dop.state.ak.us/index.php?id=164>

Next, Local 71 will provide you referrals for your vacancy(ies). Contact the referrals and schedule interviews. If the applicants referred are not qualified and/or competent, you must contact Employee Services with the reason for nonselection. Remember that all applicants must sign the applicant certification form at the time of interview.

Firearm Positions:

For positions that require the use or possession of firearms, applicants must sign the Firearms Certification Form. Hiring Manager must also ensure applicants do not have any prior domestic violence convictions. You are able to verify this information by reviewing the Firearms Certification Form. Contact your Employee Services representative if an applicant indicates a domestic violence conviction and if there are any questions.

Commercial Driver's License (CDL):

All new hires or employees transferring into a CDL position must take and pass a drug test BEFORE appointment. Selected candidate cannot start work in a CDL position until Management Services or designee has scheduled and received confirmation of proposed appointee passing the required drug test. Your Employee Services contact may assist you with this process.

Not Qualified and/or Competent:

If the applicants referred by the union, or the two most senior candidate(s) of the duty station for promotional posting are not qualified and competent, you must provide the reason why you want to reject an applicant for the position to your Employee Services contact.

Applicable to all recruitments:

Make sure your selected applicant meets the Competency Specifications and Special Requirements for your vacancy.

After you have completed your interviews and selected a candidate, you need to submit the LTC Hire Checklist, applicant certification form, residency affidavit form (if applicable), firearms certification (if applicable), Nepotism Wavier (if applicable), copy of CDL (if applicable) and all other relevant information to your Employee Services contact for hire approval. If you have questions, please contact Employee Services for assistance.

Job Offer:

Employee Services staff will review the selected applicant and will notify you of the determination (conditional hire approved, hire approved, or hire not approved) via email. You may NOT offer a position to an applicant until you have received written approval from Employee Services.

For CDL positions, you will receive a conditional hire approval. Management Services or designee will give you final hire approval pending the results of the CDL drug testing.

After you receive hiring approval, you will be able to contact the approved applicant and offer the position.

If the applicant accepts the position, applicant must contact the Local 71 Union Hall to complete the Checkoff Authorization form. The applicant will provide a copy of this form to you. The signed Checkoff Authorization form must be submitted to Technical Services with the completed orientation packet.

IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES OR ANY PART OF THE HIRING PROCESS, PLEASE CONTACT EMPLOYEE SERVICES.

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