

WorkPlace Alaska

Prior to Posting Checklist

This checklist must be completed by the hiring manager and emailed to DOP recruitment staff before your position can be posted.

Department / Div.:	PCN(s):
Job Class:	Hiring Manager:
Recruitment ID:	Date Submitted to DOP:

- 1) I have attended class and received Workplace Alaska user ID and password. Yes No
- 2) 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. Understood
- 3) Does the PD accurately reflect the duties, supervisory relationships, physical requirements, and organizational structure for the position. Yes No
**Note - If the position requires updating, submit a new PD to the Classification Section. The position cannot be posted until the update is processed.*
- 4) Do you plan on sending this PD to the Classification section for an update in the next 90 days? Yes No
- 5) Have you obtained the appropriate departmental approval to recruit. Yes No
**Division of Personnel (DOP), Employee Services (ES) does not need the approval information. It is the Hiring Manager's responsibility to ensure departmental procedures are followed.*
- 6) Have you completed the Manager's Job Request (MJR) on Workplace Alaska (WPA) and identified your selection criteria in the managers comments section? Yes No
**Use language in the recruitment bulletin to help sell your position to qualified applicants. Remember we are trying to increase the number of qualified applicants!*
- 7) Enter your Selection Criteria in the Manager's Comments section in the MJR. You must include your name and date. Without this information, the position will not be reviewed for posting. Understood
**Note any departmental policy information, such as the approvals, or any other information necessary for the recruitment.*
- 8) Have you placed your completed MJR in "Open" status. Yes No
**This will flag ES that you are ready to have the MJR posted.*
- 9) Save this checklist as "PrePostChecklist PCN__-___". Email this file to your ES recruitment contact.
- 10) Prior to interviewing your applicants, please read the Recruitment Guidelines.
- 11) Once you have read the Guidelines, and finished your interviews, complete the Request to Hire checklist for approval to make job offer. The Hire Approval checklist is located on WPA Hiring manager home page.