

Student Intern Checklist

Request for Hire Approval 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 get approval for your hire. If you have not completed this form, your request will be returned. You may not offer the position until approved by Employee Services. Answer all questions. Explain any "No" answers in the "Comments" Section.

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"/>
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Have you contacted a high school, correspondence school, alternative school, etc. in your area for applicants? <i>** Student must be in good academic standing of at least a 2.0 overall GPA. Student must provide transcripts, letter of recommendation from school, or other documentation to verify eligibility.**</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Have you reviewed resumes for your applicants?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Did you have all applicants who you interviewed sign the applicant certification form prior to or at time of interview? Form can be found at: http://dop.state.ak.us/fileadmin/Human_Resource_Services/pdf/Applicant_Certification.pdf	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Alaska Department of Labor & Workforce Development (DOL) requires an approved Work Permit for minors employed under the age of 18. If the selected student is under the age of 18, did you receive an approved Work Permit signed by DOL? Form can be found at: http://labor.state.ak.us/lss/forms/workpmit.pdf	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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Is the proposed student related to anyone employed in the same department? If so, did you receive an approved nepotism waiver signed by your Commissioner's Office? Form can be found at: http://dop.state.ak.us/docpool/pdf/stdforms/NepotismWaiver.pdf	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <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(s)?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Have you submitted the resume, and all eligibility documentation 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)

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

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

Employee Services Contacts:

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