# A blue text on a black background  Description automatically generated with medium confidenceWorkplace Alaska Certification Form

**Reason for Request:** [ ]  New User | [ ]  Update Existing User | [ ]  Inactivate User

## Employee Information

**Name:** Click or tap here to enter text. **Job Class Title:** Click or tap here to enter text.

**Department:** Choose an item.

**Division:** Click or tap here to enter text.

**User ID (ex; jmdoe):** Click or tap here to enter text. **PCN (no dash):** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Phone:** Click or tap here to enter text.

## Access Requested (Select Only One)

**Division(s) Access Needs (enter all that you will need access to or ALL for all):**Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  **Hiring Manager/Hiring Assistant** | [ ]  **DRAFT Job Postings** | [ ]  **Recruitment HR\*** | [ ]  **Reports** |
| OHC Only | Insight / OHC | Insight / OHC | Insight |
| Create Requisitions | Create Requisitions | Create Requisitions | View Requisitions |
| View Job Postings | Create Job Posting | Create Job Posting | View Job Postings |
| Review Applicants | No Applicant View | Review Applicants | No Applicant View |
| Exclude Confidential Info | Exclude Confidential Info | Include Confidential Info | Exclude Confidential Info\*\* |
| Include PII | Exclude PII | Include PII | Exclude PII\*\* |
| No Reports | No Reports | Reports Access | Reports Access |

\*Recruitment HR role is limited to Department Recruitment staff in a Human Resources job class. If wanting access for a non-HR job class, then please provide additional reason for that level of access needed.
\*\*If there are HR Staff that need reporting access only they will get access to confidential information and PII.

**Access needed not listed above:** Click or tap here to enter text.

## Employee Certification

I understand that records/reports to which I will have access will contain confidential information that is protected from public disclosure by AS39.25.080; and by Personnel Rule 2 AAC 07.910. Furthermore, I realize AS39.25.900 provides that a willful violation of the confidentiality requirements constitutes a misdemeanor and that upon conviction I must forfeit my State position.

I certify the confidential records to which I will have access will be used for official business purposes only; and I will not release the records or their contents without the written approval of the Director of Personnel & Labor Relations. I agree to protect all information from public disclosure that is not designated as public information by AS 39.25.080.

I understand that I am responsible for conducting recruitments and hires in a legal manner.

## Confirm Training Completed (select one)

[ ]  Workplace Alaska for Hiring Managers (WPAK) self-learning guide (available in AspireAlaska)

[ ]  Academy for Supervisors (AFSU) since February 2013

**Signature:** Date**:**

## Instructions

Fill out the form completely. This information is required to properly set up your access account in Insight/Online Hiring Center.

**Reason for Request:** Please specify the reason for the request, whether a new user, update an existing user or inactivate a user who is leaving their position.

### Employee Information

**Name:** Enter the name of the employee who needs access to Insight/OHC

**Job Class Title:** Enter the job class title for the employee’s current position

**Department:** Enter the Department the employee is currently in

**Division:** Enter the Division the employee is currently in.

**User ID**: This is the State LDAP User ID the same one that is used to login to your email, this is typically your [First Initial][Middle Initial][Last Name]

**PCN:** Include the PCN information for the employee’s current position

**Email:** Provide the employee’s email address

**Phone:** Enter the employee’s phone number

### Access Requested

**Division Access Requested:** Enter the Division’s that they employee needs access to, if they need all divisions in a department then enter ALL.

**Access Requested:** Select the level of access needed for the employee

**Access Needed Not Listed:** If the default access levels do not seem to meet your needs then add a note or comment here about what is needed.

### Employee Certification

Make sure to read this statement carefully because it clarifies the rules for the access you are being granted since it includes confidential information.

### Confirm Training Completed

Select the training that the employee completed that gives them the background needed to access the NeoGov Recruitment system.