WorkPlace Alaska

**Internship – Request for Hire Approval Checklist**

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| **Department / Division:** |       | **Position Control Number (PCN):** |       |
| **Current Job Class Title:** | [ ]  Student Intern 1[ ]  Student Intern 2[ ]  College Intern 1[ ]  College Intern 2[ ]  College Intern 3[ ]  College Intern 4[ ]  Graduate Intern 1[ ]  Graduate Intern 2 | **Hiring Manager:** |       |
| **Selected Student:** |       | **Date submitted to Division of Personnel (DOP):** |       |

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| **Please send this checklist as an email attachment to recruitment staff in your Agency HR Office to obtain approval for your hire. If you have not completed this form, your request will be returned. Answer all questions.*****\*\* You may not offer the position until approved by your Agency HR Office \*\**** |

***All Positions:***

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| Have you read and followed the Workplace Alaska Guidelines? | Yes: [ ]  | No: [ ]  |

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| Have you read and understood the DOP Internship Program Guidelines? | Yes: [ ]  | No: [ ]  |

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| Did you review each student to ensure the minimum qualifications (MQs) were met? | Yes: [ ]  | No: [ ]  |

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| For each applicant that met MQs, did you apply your pre-interview selection criteria? | Yes: [ ]  | No: [ ]  |

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| For each student who met the pre-interview selection criteria, did you obtain prior approval from recruitment staff in your Agency HR Office on your decision **NOT** to interview a student with a conviction? | Yes: [ ]  | No: [ ]  | NA: [ ]  |

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| Did you obtain all required documentation from student(s) to determine s/he has met the minimum qualifications for the job class?Note: For the selected student, this documentation must be submitted to recruitment staff for processing of hire approval. | Yes: [ ]  | No: [ ]  |

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| Did you offer all 10-point Veterans who met MQs the opportunity to interview? | Yes: [ ]  | No: [ ]  | NA: [ ]  |

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| Did you consider all 5-point Veterans who met MQs? | Yes: [ ]  | No: [ ]  | NA: [ ]  |

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| Before you interview any applicants, have you reviewed each applicant to determine if they meet Alaska residency requirements?Note: There are changes to residency requirements for College and Graduate internships. Refer to the DOP Internship Program Guidelines for more information. | Yes: [ ]  | No: [ ]  |

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| Did you have all students who you interviewed sign the applicant certification form prior to or at the time of interview?**You must have the Pre-Employment Certification form signed prior to contacting references and requesting hire approval.** | Yes: [ ]  | No: [ ]  |

***Work Permit:***

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| Alaska Department of Labor & Workforce Development (DOLWD) 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 DOLWD?Note: Work permit is located on the DOP HR Forms Page: <https://labor.alaska.gov/lss/forms/workpermit.pdf>.If applicable, this approved Work Permit will need to be submitted to recruitment staff for processing of hire approval.  | Yes: [ ]  | No: [ ]  | NA: [ ]  |

***Nepotism:***

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| State policy prohibits employees from being in an employment relationship with an immediate family member, including a conjugal relationship that is not a legal marriage or with an individual who is related within and including the second degree of kindred.Student(s) selected for interview will be required to disclose at time of interview if he/she has an immediate family member or are related within and including the second degree of kindred to an individual employed in the department in which they are seeking employment. This information will be disclosed on the Pre-Employment Certification form.If the proposed student(s) is related (as noted above) to anyone employed currently working in the department, is a nepotism waiver completed?\*\* If so, you must have a nepotism waiver approved through your department Commissioner’s Office prior to making the job offer. \*\* | Yes: [ ]  | No: [ ]  | NA: [ ]  |

***All Positions – Job Offer:***

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| Checking references is a policy (AAM 100.120) of the State of Alaska; did you check references for the proposed student(s)?If the student is a current state employee, you may request prior evaluations from Employee Records. Call Employee Records at 907-465-3380. Your request can also be emailed to doa.dop.employeerecords@alaska.gov.  | Yes: [ ]  | No: [ ]  |

***Other:***

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| Have you submitted the signed Pre-Employment Certification form, Proof of Enrollment, Alaska Residency Affidavit form (if applicable), Firearm Certification form (if applicable), transcripts (if applicable), approved Nepotism Waiver (if applicable), Work Permit (if applicable), and all relevant information to recruitment staff in your Agency HR Office for hiring approval? | Yes: [ ]  | No: [ ]  |

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| I understand that I must retain all documentation regarding this selection for two (2) years, in accordance with 2 AAC 07.113. | Yes: [ ]  | No: [ ]  |

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| Applicant disposition status and comments must be completed for your entire applicant pool prior to recruitment staff in your Agency HR Office approving a job offer.Have you completed the disposition status and comments? | Yes: [ ]  | No: [ ]  |

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| All Hiring Managers must notify his/her entire applicant pool regarding the outcome of the recruitment. Students can either be contacted via telephone or be notified in writing. For assistance with mail merge capabilities through Workplace Alaska, please contact recruitment staff in your Agency HR Office for assistance.I certify as a Hiring Manager, I will notify my entire applicant pool regarding the recruitment outcome. | Yes: [ ]  | No: [ ]  |

**This reallocation, recruitment, and selection process is in accordance with any applicable departmental policies and procedures. This recruitment is also in accordance with Department of Administration, Division of Personnel recruitment guidelines, policies, procedures, collective bargaining contract(s), and State and Federal employment laws. I also understand that if I deliberately provide false information during this process, I may be liable and lose my rights as a hiring manager. I certify that the above information is true and complete.** [ ]  **Yes** [ ]  **No**

Save this checklist as “PrePostChecklist PCN\_\_-\_\_\_\_”. Email this file as an attachment to recruitment staff in your Agency HR Office, see below.

* DOA – doa.recruitment@alaska.gov
* CCED – dcced.recruitment@alaska.gov
* DOC – doc.recruitment@alaska.gov
* EED – eed.recruitment@alaska.gov
* DEC – dec.recruitment@alaska.gov
* FCS – fcs.fms.recruitment@alaska.gov
* F&G – dfg.recruitment@alaska.gov
* DOH – doh.hr.recruitment@alaska.gov
* DOLWD – dol.recruitment@alaska.gov
* LAW – law.recruitment@alaska.gov
* MVA – mva.recruitment@alaska.gov
* DNR – dnr.recruitment@alaska.gov
* DOR – dor.humanresources@alaska.gov
* DOTPF – dot.recruitment@alaska.gov

**COMMENTS:**

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**IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES OR ANY PART OF THE REALLOCATION AND HIRING PROCESS, PLEASE CONTACT WORKFORCE SERVICES OR RECRUITMENT STAFF IN YOUR HR SERVICE CENTER.**