

Workplace Alaska For Hiring Managers – WPAK A Self-Learning Course **NEW******

You will receive a Self-Learning Guide to learn the basic knowledge and essential information needed to comply with legally defensible hiring practices. The Self-Learning Guide also contains a Job Aid to guide you in learning to use the Workplace Alaska on-line recruitment system.

NOTE: This course is no longer offered for classroom delivery.

Upon successful completion of this self-learning course you will have authorization to request a Workplace Alaska Hiring Manager User ID and Password.

To enroll in this course send an email message to Training & Development Client Services at doptraining@admin.state.ak.us.

Include the following information:

- **Your request to enroll.**
- **A statement that your supervisor approved your enrollment in this course; include your supervisor's name and telephone number.**
- **Indicate whether you want your course materials sent via an email attachment or a paper copy via U.S. mail.**

If you do **not** have email access, contact Training and Development Client Services by telephone at 465.4054 and be prepared to provide the required information listed above.

Note: The average total time to complete this course is 143 minutes.

WPAK Course Learning Objectives:

Upon completion of this self-learning course you will:

- have knowledge of statewide policies and procedures associated with the use of the Workplace Alaska on-line system.
- have knowledge of basic legally defensible hiring principles and practices.
- have knowledge of the roles and responsibilities of the hiring manager, the Division of Personnel and the applicant in the recruitment and hiring process.
- learn to use the Workplace Alaska Hiring Manager Job Aid to guide you through the on-line recruitment and hiring process.