AK Employment Center

**Request for Hire Approval Checklist**

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| **Department / Division:** |       | **Position Control Number (PCN):** |       |
| **Job Class:** |       | **Vacancy Date:** |       |
| **Selected Candidate:** |       | **Hiring Manager:** |       |
| **AK Employment Center Referral Number:** |       | **Date Submitted to DOP:** |       |

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| Please send this checklist as an email attachment to recruitment staff in your Agency HR Office to receive approval for your hire. If you have not completed this form, your request will be returned. Explain any “No” answers in the “Comments” section. |

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| Have you read and followed the AK Employment Center Guidelines? | Yes: [ ]  | No: [ ]  |

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| Have you obtained departmental approval for your vacant position? | Yes: [ ]  | No: [ ]  |

***Nonpermanent Position:***

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| Have you requested and received an approved nonpermanent position from the Division of Personnel, Classification Unit? | Yes: [ ]  | No: [ ]  | NA: [ ]  |

***Permanent Position:***

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| Does the Position Description (PD) reflect the duties, supervisory relationships, physical requirements, and organizational structure for the position? | Yes: [ ]  | No: [ ]  | NA: [ ]  |

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| Have you contacted recruitment staff in your Agency HR Office for verification that there are no layoffs or injured workers for approval prior to submitting your request for referral to the Alaska Employment Center? | Yes: [ ]  | No: [ ]  |

***All AK Employment Center recruitments:***

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| Upon receipt of the referrals and before you interview any applicants, have you reviewed each applicant to determine if they met residency requirements, have any convictions, and meet the required minimum qualifications?If using education to meet the minimum qualifications, applicant must provide transcripts prior to or at time of interview. | Yes: [ ]  | No: [ ]  |

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| Did you have all applicants who you interviewed sign the Pre-Employment Certification form prior to or at the time of interview? | Yes: [ ]  | No: [ ]  |

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| Does this position require use or possession of firearms or ammunition? If yes, has the applicant signed the Firearm Certification Form and have you verified that the applicant does not have any domestic violence convictions? | Yes: [ ]  | No: [ ]  | NA: [ ]  |

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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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| Checking references is a policy (AAM 100.120) of the State of Alaska; did you check references for the proposed appointee(s)? | Yes: [ ]  | No: [ ]  |
| 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.Applicant(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.Is the proposed appointee(s) related (as noted above) to anyone employed currently working in the department?\*\*If so, you must have a nepotism waiver approved prior to making the job offer.\*\* | Yes: [ ]  | No: [ ]  | NA: [ ]  |

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| Have you submitted the applicant profile, Pre-Employment Certification form, residency affidavit form (if applicable), Firearm Certification form (if applicable), transcripts (if applicable), and all relevant information to recruitment staff in your Agency HR Office for hiring approval? | Yes: [ ]  | No: [ ]  |

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| Once you have received your recruitment approval, you must notify the Alaska Employment Center of your hire decision. | Understood: [ ]  |

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

**\*\* You may not offer the position until approved by recruitment staff in your Agency HR Office. \*\***

**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.**