**Instructions**

This worksheet is used to create an applicant-focused job posting. To use, complete the sections below with information about the vacant position. Answer each section with complete sentences — think about how it will be read by an applicant. You will then use this information to create a job posting focused on job seekers.

Please save this document with the following naming convention: PCN Position Title - WPA Posting

|  |  |
| --- | --- |
| Requisition | Number |
| PCN(s) | Number(s) |
| Working Title | Working Title, if used |
| Job Class Title | Offical Job Class Title |
| Division | Division as listed in OPD |
| Location | Physical Location |
| Scope | Choose an item. |
| Duration | Number of days |

**Licenses/Certificates Required:**

[ ]  Driver’s License

[ ]  CDL, Endorsement: [List]

[ ]  Professional License/Certifications (As required by MQs or position description): [List]

[ ]  Pre-Employment Physical

[ ]  Access to or possession of Arms/Ammo

[ ]  Other: [List]

**Job Description (Required):**

**Hiring Manager:** When filling out the following information consider what attracted you, prior position incumbents, and other employees in your section to the work. Consider such questions as: what you and they found most interesting and rewarding; what makes you and them look forward to coming to work; what upcoming changes will make the work more interesting and rewarding and how the position will influence those changes.

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| **What you will be doing**: Describe the duties of the position in three or fewer sentences. |
| [description] |

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| **Our organization, mission and culture:** Describe the department focus and/or Division/section’s mission/values (no more than six) and how the incumbent’s work contributes to the division’s success. |
| [description] |

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| **The benefits of joining our team:** Describe benefits of your work unit, such as opportunities for career advancement and development, flexible work schedules, and highlight meaningful work. |
| [description] |

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| **The working environment you can expect:** Describe of the physical location of the job, followed by a brief description of the daily work environment. This should be no more than a couple sentences.  |
| [description] |

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| **Who we are looking for:** A description of the position-specific competencies/knowledge, skills, and abilities (3-5) that are desired/contribute to success in the position. (Competencies are required for classes with competency based MQs. Competencies are to be copied from the master list on the Hiring Manager Resource page. Contact your HR staff if assistance is needed to select competencies.) |
| [description] |

**Additional Required Information:**

List any documents required at the time of interview (such as educational transcripts or professional licenses):

[description]

List any cover letter instructions (No cover letters required for job classes range 13 & below):

[description]

List specific requirements for the position that an applicant should know to determine whether to apply, such as:

*Examples:*

*Requires frequent travel within the State (normally one trip of up to 3 days length occurring monthly).*

*Requires use of the Alaska Public Safety Information Network (APSIN), which includes passing a background investigation including fingerprinting will be conducted.*

[Specific Requirements]

**Supplemental Questions (Optional):**

Initial Screening Questions – 3 to 5 questions addressing the most important position-specific competencies that are listed in the job description. Please note questions with multiple choice answers or written textbox answers.

Q1: [Question w/ answer type]

Q2: [Question w/ answer type]

Q3: [Question w/ answer type]

Q4: [Question w/ answer type]

Q5: [Question w/ answer type]

**Contact Information (Required):**

**Name**

**Title**

**Phone:** *(optional)* ###-####

**Fax:** *(optional)* ###-####

[Email]

**Pre-Interview Selection Criteria:**

[List criteria]

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| RemindersAttach the following to the requisition:* Pre-Interview Screening Criteria (if not included on this worksheet)
* WPA Pre-Posting Checklist
* [Additional Requirements]

When submitting a requisition for posting, please remember to fill out the following fields:* Division – Should match OPD. *This field cannot be edited once submitted.*
* Position Details
* Hiring Managers –*Warning: If you do not list yourself, even though you created the requisition, you will not be able to access the applicant pool*
* Working title – Should be Job Title (PCN#)
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