



## DOP Recruitment Services Guidance

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### Employment Considerations

Hiring Managers are responsible for ensuring applicants who are entitled to special consideration are provided with such. Recruitment staff is responsible for highlighting applicants requiring special consideration prior to issuing a referred list to the hiring manager, and verifying special considerations were applied appropriately by the hiring manager prior to approving a hire.

To apply the required consideration or interview preference the hiring authority should determine if the applicant possesses the necessary qualifications for the position. If the applicant has provided sufficient information that she or he possesses the necessary qualification for the position, the applicant is entitled to further consideration. You must use good judgment before disqualifying an application as an “incomplete application.” You need to ensure the requirements are reasonable for the job classification at the time of posting. If a cover letter is required, and an applicant provides some information in their cover letter describing their knowledge, skills and abilities, but does not list them exactly as required in the job posting, this is not an incomplete application. However, if transcripts are required at the time of application, to demonstrate the applicant meets the degree requirements, and transcripts are not provided, this would be an incomplete application. Consult with your agency recruitment staff or Recruitment Services if you have questions.

#### Bargaining Unit Preference

Certain collective bargaining agreements provide preference for their members who apply for State of Alaska positions. You need to ensure you are familiar with the bargaining unit agreements for the positions you supervise. Bargaining unit is listed for current employees on the referred list.

GGU – The three (3) most qualified bargaining unit members who meet or exceed the minimum qualifications and are eligible for consideration shall be afforded an opportunity for an interview.

SU – First consideration and an opportunity to interview will be given to a minimum of five (5) employees in the bargaining unit who hold permanent status.

CEA – All CEA members who meet the minimum qualifications shall be afforded an interview.

ACOA – The most senior member on the transfer list based on the most current quarterly seniority list shall be selected to fill the position.

LTC - Promotions shall be made from among the three (3) employees signing the job announcement with the highest duty station seniority, provided each employee is qualified and competent for the higher classification and is qualified and competent to perform the duties of the position to be filled.

PSEA – Applicable bid requests and seniority provisions must be applied, as required by contract.

### Veterans' Preference

Per AS 39.25.159 a veteran, former prisoner of war, or current member of the Alaska National Guard who has served at least (8) years, who possesses the required minimum qualifications for a position is entitled to a preference in the selection process for positions that are open to Alaska Residents or All Applicants. In an assessment using a numerical rating (an approved, validated, written entrance exam) veterans and national guard members are entitled to 5% of the points available from the assessment device. Disabled veterans and former prisoners of war are entitled to 10% of the points available from the assessment device.

Except in limited (pre-approved) circumstances the State of Alaska **does not** use validated, written entrance exams with numerical ratings. Per Alaska Statute, in an assessment **not** using numerical ratings veterans and National Guard members must be afforded consideration. Disabled veterans and a former prisoner of war shall be afforded an opportunity to interview. Applicants will be marked with a “5” or a “10” on the referred list in the Vet Preference Column. All applicants with a “5” who meet minimum qualifications will be given consideration. All applicants with a “10” who meet minimum qualifications will be afforded the opportunity to interview.

### **Definitions for Veterans' Preference (Alaska Statute 39.25.159)**

A veteran is defined as:

- (1) A person with 181 days or more active service in the armed forces of the United States who has been honorably discharged after having served during any period:
  - (a) between April 6, 1917 and December 1, 1919, between September 16, 1940 and December 31, 1947, or between June 27, 1950 and October 14, 1976, between August 2, 1990, and January 2, 1992, beginning September 11, 2001, and ending on the day prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom, or during any time period listed in 5 U.S.C. 2108(1); or
  - (b) in which the person was awarded a campaign badge, expedition medal, the Purple Heart, or an award or decoration for heroism or gallantry in action.
- (2) A person who served 181 days or more in the Alaska Territorial Guard.

Disabled Veteran means a veteran who is entitled to compensation under laws administered by the United States Department of Veterans Affairs, a person who was honorably discharged or released from active duty because of a service-connected disability, or a person who was disabled in the line of duty while serving in the Alaska Territorial Guard.

Prisoner of war means a person who has been a prisoner of war during a declared war or other conflict as determined by the Department of Defense under federal regulations.

National Guard Member is a person who is presently serving as a member of the Alaska National Guard and who has at least eight (8) years of service in the Alaska National Guard.

Assessment Device means an entrance examination using a numerical rating which applies to all positions in a job class. The use of an assessment device must be approved in advance by the Director of the Division of Personnel. Note: the score assigned to an applicant based on an interview does not constitute a numerical rating.

Consideration means reviewing a person's entire application in order to determine whether the person should be selected, rejected, or admitted to further steps in the assessment or selection process.

#### Affirmative Action Hiring Policy

Per Alaska Statute 39.28, Alaska Administrative Code 07.175 and the Executive Branch Affirmative Action Plan all applicants shall be afforded equal employment opportunity. The State's Affirmative Action Hiring Policy is one tool to achieve that end. Affirmative Action goals are a result of an analysis of the State's workforce. Where members of protected classes in the State's Executive Branch workforce are significantly underrepresented as compared to the available labor force, placement goals are established. It is important in your role as a hiring manager that you review the Affirmative Action Plan and become familiar with your agencies placement goals. Applicants who meet the minimum qualifications and are underrepresented shall be afforded consideration. These applicants will be noted on the referred list with a "Yes" in the underrepresented column.

#### **Definitions for Affirmative Action (Personnel Rule 2 AAC 07.999)**

Consideration means assessment of a candidate during the selection process when the appointing authority has obtained enough knowledge of the candidate's background in relationship to the job to determine whether or not the candidate should be selected, rejected, or given further consideration. Methods of consideration can range from a review of the candidate's work history, or application, to a telephone or in-person interview. The appointing authority must be prepared to provide the applicant with the job-related reason for which the applicant was not selected.

#### **Additional Resources for Employment Considerations**

Personnel Memorandum 11-01, Affirmative Action Hiring Policy - DOP HR Forms/Hiring Manager Resources

Standard Operating Procedure, Applicant Consideration and Interview Requirements – DOP  
Policies & Procedures