This worksheet is used to create an applicant-focused job posting when recruiting with competency based minimum qualifications (MQs). The purpose of an applicant focused job posting is:

* Use as a solicitation of interest and not a screening tool.
* To create a positive applicant experience.
* Ensure equal opportunities for underrepresented groups.
* To simplify and streamline the job search and application process FOR THE JOB SEEKER.

Your job posting is one of your most important branding tools and it may be your one and only chance to make a good first impression with a job seeker. For more information on how to market your position please refer to the Job Postings- Best Practices resource. [Hiring Manager Resources Page](https://doa.alaska.gov/dop/workplace/hiringManagerResources/)

To complete, fill in the sections below with the requested information about the position(s) to be posted. Answer each section with complete sentences.

Save this document under the name: PCN Position Title – WPA Posting.

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| --- | --- |
| **Requisition Number** | [Req Number]  |
| **PCN(s)** | [PCN(s)] |
| **Working Title** | [Working Title] |
| **Job Class Title** | [Job Class Title] |
| **Location(s)** | [Location(s)] |
| **Scope of Recruitment** | Choose an item. |
| **Telework** | Choose an item. |
| **Length of Recruitment** | [Length of Recruitment (Days)] |

**Required Licenses/ Certifications**

[ ]  Drivers License

[ ]  CDL w/Endorsement(s): [List Endorsement(s)]

[ ]  MQ/PD required Professional License(s)/Certification(s)

[ ]  Pre-Employment Physical

[ ]  Arms and Ammo (Firearms)

[ ]  APSIN

[ ]  Other: [List Other License or Certifications]

**Job Description (Required)**

Hiring Manager: When filling out the following, consider what attracted you and prior employees to the work. Consider for each question: *What was most interesting/rewarding? What makes you look forward to coming to work? What upcoming changes will make the work more interesting/rewarding? How will the position influence these changes?* The applicant should be able to imagine themselves in the role before applying. (**Note**: 53% of applicants are viewing and applying from a mobile device. Bullet points visually look better and are easier to read.)

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| **What You Will Be Doing:** Describe the duties of the position in five or fewer sentences or bullet points. |
| [Enter What You Will Be Doing Description Here] |

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| **Our Mission, Values, and Culture:** Describe the department focus and/or Division/section’s mission/values and how this work contributes to its success. (No more than three sentences). |
| [Enter Mission, Values, and Culture Description Here] |

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| **Benefits of Joining Our Team:** Describe benefit of working for your team, such as career advancement and development, flexible work schedules, possible telework, and highlight how the work is meaningful such as serving one’s community. (No more than five sentences). |
| [Enter Benefits of Joining Our Team Description Here] |

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| **The Working Environment You Can Expect:** A brief description of the physical location of the job, followed by a brief description of the daily work environment. Include anything about travel here. (No more than two sentences).  |
| [Enter The Working Environment You Can Expect Description Here] |

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| **Who We Are Looking For:** List no more than three position-specific competencies that contribute to the success in the position and are supported in the position description (PD). Competencies are to be copied from the [Competencies Master List](https://doa.alaska.gov/dop/fileadmin/StatewideHR/pdf/HM-CompetenciesMasterList.pdf) on the Hiring Manager Resource page and may not be altered. Contact your HR staff if assistance is needed to select competencies.  |
| We are interested in candidates who possess some or all of the following position specific competencies:* [List Position Specific Competencies]
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**Minimum Qualifications (Information Only – Completed by HR)**

Recruitment staff will ensure the official Minimum Qualifications are present in the job posting, along with the following information:

Competency Based Minimum Qualifications Instructions

This job class uses competency based minimum qualifications. ***Please ensure your application*** *(through work history, volunteer experience (duties summary), training, education, licenses, certifications, etc.) supports how you have gained the knowledge, skills, abilities, and behaviors (competencies) and that you possess the minimum required competencies for the job class.*

*Competency Description*

*The competency description(s) listed below have been designed to promote a common understanding of the essential elements of the job class. They highlight the more general and customary knowledge, skills, abilities (KSAs), tasks, and behaviors used to describe the competency. They typically list expectations, as opposed to specific tasks, and are to be used only as parameters and guidelines. A competency’s description is not intended to exclusively define every KSA, task, and behavior needed to successfully meet the competency, but rather to provide the manager/agency with a broad reference of options as to how an applicant can meet the job expectation.*

**Additional Required Information**

Applicant focused postings **limit additional required information at time of application.**

All job class postings in the competency based minimum qualifications format will not require a cover letter regardless of the range.

List any documents that will be required **at time of interview** (such as writing sample, educational transcripts, or professional licenses)

Note: Writing samples may only be requested if the position truly warrants it, adds clear value, and is supported in the position description (PD) i.e. writing is an essential function of the position. A writing sample requesting the applicant to detail how they possess each competency will not be allowed. A writing sample request should be job related i.e. analytical, technical, creative.

* [List of Documents required at time of interview]

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.*

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

* [List Specific Requirements of the Position]

**Contact Information:**

[Name]

[Title]

Phone: [XXX-XXX-XXX]

[Email@alaska.gov]

**Supplemental Questions** (Pilot participants)

Applicant self-assessment questions will have both the job class and position specific competencies listed with a radio button response for the applicant to self-evaluate their proficiency level. This option is currently being piloted by several departments. Please check with your department HR recruitment staff about using this format. **Recruitment will create question(s) using the following question template for each competency. No further action required.**

Q#: Please rate your level of proficiency in [INSERT COMPETENCY W/DESCRIPTION HERE].

* **Mastery:** Able to successfully apply all relevant concepts, procedures, and practices of the subject area. I have successfully performed all relevant concepts, procedures, and practices and facilitate knowledge transfer to others.
* **Fluency:** Able to successfully apply all relevant concepts, procedures and practices of the subject area. I have successfully performed the concepts, procedures, and practices independently.
* **Literacy:** Ability to communicate all relevant concepts, procedures and practices of the subject area. I have limited application or practice.
* **Discovery:** Awareness of basic/fundamental concepts, procedures, and practices of the subject area.
* None of the above.

**Supplemental Questions** (Departments not participating in pilot)

The use of supplemental questions is limited to a maximum of five multiple choice, OR a yes or no format. Narrative supplemental questions will not be permitted.

Instructions: Please provide the questions and possible multiple-choice answers.

SQ1: [Question w/ answers]

SQ2: [Question w/ answers]

SQ3: [Question w/ answers]

SQ4: [Question w/ answers]

SQ5: [Question w/ answers]

**Position Control Questions (**i.e., what location are you willing to work? Can you work nights and weekends?)

[Question(s) w/ answers

Pre-Interview Selection Criteria (PIC):

* [List Pre-Interview Selection Criteria]

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| **REMINDERS** |
| The following must be attached to the job posting request (requisition):* Pre-Interview Criteria (if not included on the worksheet)
* Scoring Matrix
* Completed Job Posting Template (word doc)
* Pre-post Checklist

*NOTE: Some Departments require additional documentation or position control questions.* |
| When submitting a request, please completely fill in the requisition, including:* Division – *Should match OPD. This field cannot be updated later.*
* Position Details – *to include: PCN(s), Vacancy dates, and name of previous employee.*
* Hiring Managers – *Warning: even if you created the requisition, if you are not listed as a Hiring Manager, you will not be able to edit the applicant pool. Conversely, only the originator of the requisition may edit the requisition.*
* Working Title – *Should be formatted: Job class title (working title – PCN # with no dashes)*
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