This worksheet is used to create an applicant-focused job posting when recruiting with Time and Education specific 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** | [Requisition 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 Endorsements]

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

[ ]  Pre-Employment Physical

[ ]  Arms and Ammo (Firearms)

[ ]  APSIN

[ ]  Other: [List Other Required License / Certification]

**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. |
| 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). |
| Our 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 ones community. (No more than five sentences). |
| 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).  |
| The Working Environment You Can Expect Description Here |

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| **Who We Are Looking For:** List no more than five 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. 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 of Position Specific Competencies
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**Minimum Qualifications**

Recruitment staff will ensure the official Minimum Qualifications from the job class specification are loaded in the job posting.

**Additional Required Information**

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

All job class postings range 16 and below will not require cover letters. Job postings for positions range 16 and lower with a cover letter, writing sample, or resume requirements at the time of application will no longer be posted.

All job class postings range 17 and higher will only be able to require cover letters if the position truly warrants it, adds clear value, and is supported in the position description (PD). A cover letter request should be no more than two to three paragraphs (limit to one page). A cover letter requesting the applicant to detail how they meet minimum qualifications will not be allowed. A cover letter requesting the applicant to describe how they possess position specific competencies that would be of particular benefit to the position is of value.

Cover Letter Request

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

* Documents Required 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.*

* Specific Position Requirements

**Contact Information:**

Name

Title

Phone: XXX-XXX-XXXX

Email@alaska.gov

**Supplemental Questions Range 16 & Below:**

Job postings for positions range 16 and lower with supplemental questions at the time of application will no longer be posted.

**Supplemental Questions Range 17 & Higher:**

For postings range 17 and higher, supplemental questions are limited to a maximum of two questions AND these must be in a multiple choice and/or a yes or no format. Narrative supplemental questions are no longer permitted.

Exceptions will be made for position control type questions (i.e., what location are you willing to work? Can you work nights and weekends?)

**Supplemental Questions:**

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

SQ1: Question w/ answers

SQ2: Question w/ answers

Position Control Questions:

* Position Control Questions

Pre-Interview Selection Criteria (PIC):

* List Pre-Interview Selection Criteria

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| **REMINDERS** |
| The following must be attached to the Workplace Alaska 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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