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|  | DMVA Request to Post-Checklist and Certification Instructions |

1. **Division** – Choose your division from the drop down menu
2. **Supervisor/Hiring Manager** – Fill in the name of the responsible direct and documented supervisor for the PCN(s). This is not the employee assisting with preparing the bulletin. This is also the person that is responsible for interviewing and selecting the successful candidate and has direct decision making responsibilities toward choosing an incumbent.
3. **Hiring Coordinator/Assistant(s)** – Fill in the name of the coordinator/assistant(s) for the bulletin – this may be administrative staff members or other delegated staff.
4. **PCN(s) and Job Class Title** – Fill in the PCN number(s) and the documented Job Class Title. Please include a working title if needed following policy – [FY15Issue01.pdf (alaska.gov)](https://doa.alaska.gov/dop/fileadmin/StatewidePlanning/pdf/FY15Issue01.pdf)
5. **Requested Length of Recruitment** – Choose the number of days you would like the bulletin to be posted on Workplace AK from the drop down menu.
6. **Requisition Number** – Please fill in the requisition number created by NeoGov when you initiate the requisition.
7. **Location** – choose from drop down menu
8. **Type of Recruitment** – choose from drop down menu
9. **Flexibly staffed** – choose from drop down menu
10. **Scope of Recruitment** – choose from drop down menu
11. **Have you reviewed the PD for this position?** – choose from drop down menu. You should always read the PD prior to a posting request.
12. **Is Position Description current in OPD?** - If the PD requires updating prior to posting, this should be done asap. Once it is sent to Classification, they will let us know if we can recruit early for the position if not expecting any major changes. You can do everything at that point that you normally would except request a hire. As soon as Classification sends it back, the hire can proceed with an approval, if appropriate. If there are changes that can wait and do not involve major duty changes, you may update the PD after 90 days of having the position filled.
13. **Have you attached these or completed the action(s) to your requisition in NeoGov?** – For the next 5 items, please choose from the drop down menu of each. All 5 items must be completed and attached to your requisition, if it is an appropriate item.
14. **Supervisor/Hiring Manager signature and date** – The Supervisor/Hiring Manager, not a coordinator or assistant, must sign and date the form. This is the certification of the employee responsible for following the proper employment laws required. Signature should be legible and if not signed by the supervisor/hiring manager, it will be returned.