



## DEPARTMENT OF MILITARY & VETERANS AFFAIRS RECRUITMENT

### APPROVAL TO RECRUIT/FILL REQUEST FORM

Date of Request:		Requested By:	
Division/Section/Location:			
PCN/Job Class/BU (or PX/EX):			
Status (e.g. FT/PT/Non Perm):			Range or WG:
Date Became Vacant:		Desired Hire Date:	
Funding Source:			
Scope of Recruitment? <input type="checkbox"/> AK Resident <input type="checkbox"/> SOA Employee <input type="checkbox"/> Dept only		All Applicant (outside Alaska) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Recruitment Requested? <i>Subject to HR Manager Approval, see SOP</i>	
Date PD was last updated:		Position Description is accurate? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Base Salary:		Base Salary plus benefits:	
<b>APPROVAL SUBMISSION</b>			
<b>Job Duties &amp; Justification:</b>  <i>A brief description of duties, why is it necessary to fill the position, and consequence of not filling the position.</i>  <i>Provide information/justification of position description issues, and any requests for 'All Applicant' recruitments.</i>			
Administrative Officer	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Signature _____ Date _____
Division Director	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Signature _____ Date _____
Administrative Services Director	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Signature _____ Date _____
Commissioner's Office (if required)	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Signature _____ Date _____
<input type="checkbox"/> Required Memorandum Attached (EX/PX Position)			