

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL & LABOR RELATIONS
STANDARD OPERATING PROCEDURE

Recruitment
DOPLR-01

III. Continuous Recruitment

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for continuous recruitment with the State of Alaska.

B. Scope

This SOP applies to recruitments in the classified service.

C. Authority

- 2 AAC 07.042 – Continuous Recruitment
- 2 AAC 07.066 – Recruitment for Multiple Positions

D. Overview

Recruitment for positions on a continuous basis may be announced with an extended closing date (not to exceed six months) when continuous recruitment is necessary to maintain an adequate pool of applicants.

E. Criteria

1. Open continuous recruitment may be approved when:
 - the requesting agency can demonstrate high turnover or continuous vacancy within a job class, **and**;
 - the requesting agency has institutional staffing requirements or multiple positions in the same job classification performing the same duties.

F. Procedure

1. The hiring manager(s) will initiate an open continuous recruitment request by providing Agency Human Resources (HR) with written justification supporting the criteria in section E.
2. Agency HR will verify the demonstrated recruitment difficulties through a review of historical and recent recruitment activity.

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3. Once approval is received the hiring manager(s) will provide Agency HR with a description of the work for a job posting for the job classification approved for continuous recruitment.
4. Agency HR will create an exam plan and post a recruitment for a maximum of six (6) months.
 - a. The recruitment will include a notice regarding the continuous recruitment, such as, “This posting is for an open continuous recruitment for multiple vacancies that currently exist or are anticipated to exist.”
5. As vacancies occur the hiring manager(s) will complete a requisition to request a referred list.
6. Agency HR will refer the hiring manager(s) a list of all applicants on the eligible list as of that date.
7. The hiring manager will review the applicant pool.
 - a. Applicants who do not meet MQs will be rejected and sent a notice.
 - b. Applicants who are not selected will remain on the eligible list for future vacancies.
8. At the end of the six (6) month period the recruitment will be closed and all remaining applicants will be notified of their non-selection.
 - a. If the job classification still warrants an open continuous recruitment based on the criteria in section E, applicants will be notified a new recruitment will be posted and they can apply again for consideration for future vacancies.

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