

Personnel Planning Tool/Pre-Hire Approval

The filling of any Ability Works position begins with a determination of the need and a thoughtful planning process for both classification and recruitment (PRIOR to any announcement of the position). The "Personnel Planning Tool / Pre-Hire Approval" form must be initiated by the employing unit and forwarded for review/approval by the supervisor, HR, CFO & CEO in order to proceed to fill the position. One form per position vacancy, or indicate if multiple hires are possible for the same classification / title.

Attach duties/ advertised descriptions / qualifications* per draft.

Section 1

Department					Date			
Position								
Justification								
	check one only	New Position		Existing Position				
		Minimum Required Qualification						
		Preferred Qualifications						
		Offered to existing employee						
Position Information		Title			Classification			
		# of Months/yr (May use TBD by HRS)						
		Full Time	Part Time	Temporary/Seasonal				
		Starting Wage			Or Wage Range			
		Assigned Office/Work Space						
		Estimated offer						
Recruitment Plan		Sources to be used						
		Linkedin	SCOOP					
		OACB	S. Register					
		OPRA	AW Website					
			AW Facebook					
Posting Process		Search Committee or Consultant		Yes	No			
		Internally	Date		Externally	Date		
		# of Days			# of Days			
		Personal responsible for 1st interviews						
		Personal responsible for 2nd interviews						

Section 2

Acknowledged	Hiring Supervisor		Date	
Acknowledged	Department Head		Date	
Acknowledged	CFO		Date	
Acknowledged	CEO		Date	
	Submitted to HR by:		Date	

Section 3

Post Hire Information	Position offered		Date	
	Wage Offered			
	Any Special Conditions			
	Employee Start date			
Approved	CFO		Date	
Approved	CEO		Date	