

**Arizona Department of Administration
WORKFORCE PLANNING GUIDE**

Form Open Date

Set by hiring manager

Hiring Manager

Person with overall responsibility for the hiring process, decision making and workforce planning

Supervisor

Person who will be considered the point of contact (POC) by recruiter/person who will review resumes

Accounting Unit

See budget manager for this answer

Division

Select division from drop down menu

Department/Unit

List department and/or unit name

Position Number

See budget manager or Position Description (PD) for this answer

Grade of Position

See budget manager or PD for this answer

Position Title

See budget manager or PD for this answer

Direct Hire:

Yes No

If Yes complete the following 3 boxes.

If No, continue to next page.

Name of Candidate

Signature of ADOA Director or Designee

Justification Attached:

Yes

No

1. Position Description update is required before the recruiting process begins;
2. Recruiter will develop a draft ad and bring it to the consultation;
3. Position Description accuracy and documentation are VITAL;
4. Hiring manager may need to have Classification and Compensation review the Position Description.

Do the duties in the PD reflect the desired position?

See PD for this answer. If YES, continue with process. If NO, consult with budget manager and/or Classification and Compensation.

Yes No

Does the job grade match the salary the hiring manager wants to pay?

See PD for this answer. If YES, continue with process. If NO, consult with budget manager and/or Classification and Compensation.

Yes No

Salary requirements/hiring range for position

What does the hiring manager want to pay for position? See budget manager for budget availability.

What is the midpoint for the position's salary range?

<http://dev-az-azdoa-hr.pantheonsite.io/Class-and-Comp>

What is the position's working title?

Working title should be appropriate to position's duties and responsibilities.

What is the position's work site/location address?

Shift Information

See supervisor

Schedule Information

See supervisor

Special requirements on Position Description?

Post-offer physical, background, etc. See supervisor

Do you have Assistant Director (AD) approval to initiate the process?

Yes No

Will this position supervise others?

See supervisor

Yes No

Employee ID Number (EIN) for subordinates

If previous question is YES, please indicate subordinates' EIN #s