

**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