



Office of the Director

501 Woodlane Drive, Suite 230C, Little Rock, AR 72201  
Phone: (501) 683-1787 | Fax: (501) 682-4833

Executive Office, Claims and Appeals, and Field Services

2200 Fort Roots Drive, Building 65, Room 119, North Little Rock, AR 72114-1756  
Phone: (501) 370-3820 | Fax: (501) 370-3829

Asa Hutchinson  
Governor

Matt Snead  
Director

Six-step Position Fill Process Worksheet

ADVA Division: Choose an item. Position Title:

Step 1:

a. Is this position essential to agency operations and the maintenance of the Values and Mission of the agency?  YES  NO

If NO, do not fill...If YES, continue

b. Is this position temporary or permanent? Temp  Perm

Details:

c. What daily, weekly, monthly, ad hoc tasks will be performed by this resource?

d. Rank both urgency and relative importance (to division) of work to be performed on a scale of 1-10, with 10 the high value. Choose an item.

Explain:

e. Is performance of this work essential to health and welfare of Veterans Home residents?

Rank non-performance risk on scale of 1-10, with 10 the high value. Choose an item.

Explain:

Step 2:

a. What agency/outside resources are performing the work now?

b. Is there potential internal agency bandwidth to absorb above tasks (in any division)?

YES  NO

If so, list existing agency resources that may be available to perform needed tasks.

If this can be absorbed into other positions, do not fill...If not, continue

Step 3:

- a. Can work (tasks) be accomplished by Voc Rehab/Work Study?  YES  NO  
If No, *explain*:
- b. Are there confidentiality/liability/certification req/other issues that preclude Voc Rehab/Work Study from being a good option?  YES  NO

If Yes, *explain*:

**If this can be filled by either of these, contact these resources...If not, continue**

Step 4:

Is personnel available through Voc Rehab/Work Study?  YES  NO

If No, *explain*:

**If YES, use these resources...If NO, continue**

Step 5:

- a. Is it in the agency's best interest to accomplish this position with ADVA personnel, or contract out?
- b. List pros/cons. (Is work essential function of agency whereby retained knowledge is important for continuity, etc.....)

Complete pre-designed, weighted worksheet with standardized set of guiding principles (TBD).  Attached Form ADVAP \_\_\_\_\_

- **If worksheet indicates ADVA personnel, go to Step 6**
- **If worksheet indicates contract, submit completed worksheets to Finance for the "RFP Process"**

Step 6:

Submit completed worksheet, with all explanations, to ADVA HR to move forward with the Hiring Freeze process

Hiring Official: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_