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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:

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

Hiring Official: _____

Signature _____

Date _____

Step 6: *To be completed by ADVA Executive Division*

Agency Leadership Analyzation:

Can this position be better accomplished through public/private partnership?

Which of the strategic goals/core competencies is affected?

How often is turnover? Is this a systemic issue?

Can this single position be contracted? Or whole department?

Is cost the driving factor?

Is there an existing contract that could absorb this position?

Will contracting increase or decrease liability?

Will contracting increase the quality of service to Veterans?

Will contracting increase/decrease agency health? Autonomy?

If yes, forward to ADVA Fiscal for consideration during the next budgetary planning session.

If no, continue current hiring practices.