



Asa Hutchinson  
Governor

Nathaniel (Nate) Todd  
Director

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

### Six-step Position Fill Process Worksheet

ADVA Division:

Position Number:

Position Title:

Step 1:

- a. Is position essential to agency operations, Mission, and maintenance of ADVA Values?  YES  NO  
**If NO, stop here. Position will not be filled. If YES, continue to Step 1b.**
- b. Is 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.

*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.

*Explain:*

Step 2:

- a. What agency or contracted resources are currently performing the work?
- b. Is there potential internal agency bandwidth to absorb above tasks (in any division)?  
 YES  NO

If YES, list existing agency resources that *may* be available to perform tasks identified.

**If work can be absorbed by other agency positions, STOP here and do not fill position. If work cannot be absorbed by existing resources, continue to Step 3a.**

Step 3:

- a. Can work (tasks) be accomplished by Voc Rehab/Work Study resources?  
 YES  NO

If No, *explain:*

- b. Are there confidentiality, liability, certification requirements or other issues that preclude Vocational Rehab/Work Study from being a good option?  
 YES  NO

If Yes, *explain:*

**If tasks can be performed by Vocational Rehab or Work Study resources, contact these resources and continue to Step 4.**

Step 4:

Are personnel available through a Vocational Rehab/Work Study program to perform this work?

YES  NO

If No, *explain*:

If YES, use these resources. If NO, continue to Step 5.

Step 5:

Submit completed worksheet to ADVA HR to move forward with the hiring process.

Hiring Official Name: \_\_\_\_\_ Signature \_\_\_\_\_

Approve:  YES  NO Date \_\_\_\_\_

Human Resources Mgmt Name: \_\_\_\_\_ Signature \_\_\_\_\_

Approve:  YES  NO Date \_\_\_\_\_

Division Assistant Director Name: \_\_\_\_\_ Signature \_\_\_\_\_

Approve:  YES  NO Date \_\_\_\_\_

Chief of Staff Name: \_\_\_\_\_ Signature \_\_\_\_\_

Approve:  YES  NO Date \_\_\_\_\_

ADVA Director Name: \_\_\_\_\_ Signature \_\_\_\_\_

Approve:  YES  NO Date \_\_\_\_\_

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

Agency Leadership Analysis:

1. Can the needs identified be better addressed through an outside contract?
2. What strategic goals/core competencies are affected?
3. What is the turnover rate for this position? Does position turnover reflect a systemic issue? Is pay a significant factor in turnover?
4. Can this position or function be contracted for equal or lower cost and equal or better results?
5. Is there an existing contract that could absorb this function, thereby eliminating the need for the position?
6. Is contracting the work more likely to increase or decrease the agency's risks?
7. Is contracting the work more likely to increase or decrease the quality of services provided to Veterans?
8. Is contracting the work more likely to increase or decrease agency's financial health?