

State of Alaska Provisional Hire Program

Finding the best candidate is all about candidate sourcing. Sourcing involves using various methods to seek candidates for a position. One method is using the State of Alaska Provisional Hire Program. Shown below are frequently asked questions about the provisional hire program through the Department of Labor & Workforce Development, Division of Vocational Rehabilitation (DVR).

What is the DVR provisional hire program?

The program allows Alaska state hiring managers to hire qualified persons with a disability in a permanent or non-permanent position for up to 4 months of trial work without the requirement to hire as a permanent employee.

Where does the authority for provisional hire through DVR come from?

Alaska Statute 39.25.150(21), 2 AAC 07.235(g), and 2 AAC 07.270(a)

Do I have to recruit to appoint a provisional hire through DVR?

No. Recruitment is not required to appoint a provisional hire through DVR. However, the individual must be certified through the DVR as have a severe disability.

Can I interview a DVR participant before I decide to begin the process?

Yes. DVR will also give you a thorough assessment of an applicant's abilities.

Do I have to consider laid-off employees and injured workers prior to appointing a provisional hire?

Yes. Under 2 AAC 07.051 (5), laid off employees and injured workers are entitled to and must receive preferential hiring rights prior to appointing a provisional hire.

How does this work in relation to regular Workplace Alaska recruitment?

This process happens before regular recruitment.

How does a DVR counselor become aware of a state position for which hiring managers are seeking applicants?

If the hiring manager believes their position may be a good match for a DVR participant, s/he may contact DVR at 800-478-2815. This is done before initiating Workplace Alaska recruitment.

I was contacted by DVR regarding an individual with a severe disability they would like me to consider. Do I have to consider or select the individual?

No. There is no statutory or regulatory requirement that gives the individual preferential consideration or appointment rights. However, if the individual has applied for the vacancy, and meets other preferential requirements, you must meet those obligations. (i.e., Veteran's preference, contractual requirements, pre-interview criteria, etc.)

Who decides if the DVR participant is capable of performing the job duties?

The direct supervisor. He or she can make this decision at any time during the 4-month trial.

Is there a requirement to offer the job to an applicant?

No.

How easy is it to stop the process once it has begun?

A single phone call to DVR by the direct supervisor stops the process. DVR can inform the participant.

Is it required for a DVR participant to meet the minimum qualifications for the job class?

Yes. DVR participants must meet the minimum qualifications for the job class. The direct supervisor of the position also decides if the applicant can satisfactorily meet the desired qualifications of the position.

Who determines the need for reasonable accommodation and what is the hiring manager's role?

Determining the need for reasonable accommodation is always a collaborative process between a supervisor and the employee. It may also involve input from various experts. DVR can provide expertise in determining effective accommodations for the applicant. In many cases, DVR may be able to pay for applicant training and/or other accommodations.

What kind of training assistance and follow-up does DVR offer?

DVR provides thorough support including on-the-job training and is always on-call throughout the process; 90 days of follow-up is standard. More is available if requested.

Are DVR participants hired as a provisional hire automatically made permanent after four months of satisfactory work?

No, the hiring manager must complete a state performance evaluation to convert the employee status from provisional to probationary. If a hiring manager offers the job to the DVR participant, time spent during the 4-month provisional hire period will count toward the probationary period.

Does the provisional employee accrue seniority?

No. However, if the provisional employee is appointed as a permanent employee in the position, seniority is retroactive to the date of appointment as a provisional employee.

I would like to appoint a provisional employee into my position. What documentation is sent to my HR Service Center, Recruitment Staff, for hire approval authorization?

- Significance of Disability Determination letter signed by DVR Director
- Applicant Profile (documents individual's qualifications and work history)
- Pre-Employment Certification form (signed at the time of interview)
- An email that states the job title, PCN to fill, reference check information, and request for hire approval

Recruitment will perform regular procedures to ensure Minimum Qualifications of the position are met and there are no layoffs or injured workers that would restrict hire.

I am happy with the provisional employee. Can they continue working?

A provisional appointment may not work in a position more than four months in a 12-month time period. However, if the performance of the provisional employee is acceptable, they may be appointed without recruitment as a probationary employee retroactive to the date they were appointed as a provisional employee. For appointment to probationary status to occur, a performance evaluation outlining the employee's performance must be completed prior to the four-month deadline.