**THE DEPARTMENT OF THE MILITARY**

**PRE-ADVERTISING**

**HUMAN RESOUCES CHECKLIST**

**The following documents should accompany the Position Request form when a Hiring Supervisor/Official is requesting to hire.**

**REQUIRED DOCUMENTS RECEIVED**

1. **POSITION REQUEST FORM (PRF) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **BENCHMARKS \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **FUNCTIONAL JOB DESCRIPTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **OPM JOB SPEC/ADVERTISEMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **KNOWLEDGE SKILLS AND ABILITIES (KAS) RATING FORM**

**FROM EACH PANELIST MEMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **INTERVIEW QUESTIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **PANEL LIST FORM \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Interview Responses should not have a rating of more than what is listed on the KAS Rating Form, scoring the applicants responses from least to greatest (1) being the least and (10) being the best response.

**I attest that the following documents have been reviewed will be placed in the applicants personnel file.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**