



Arkansas Department of Military
Cabinet Secretary - Brigadier General Olen Chad Bridges,
The Adjutant General

**Pre-advertising
Human Resources Checklist**

The following documents must accompany the Position Request Form when a Hiring Supervisor/Official is requesting to fill a vacancy.

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 | _____ |
| 6. INTERVIEW QUESTIONS | _____ |
| 7. 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 applicant's personnel file.

Signature _____

Date _____