



Kadena JN Civilian Personnel Newsletter

What is a Task List?

A task list is a document that clearly describes the position's major duties and responsibilities and percentages. It is a tool used for classifying new positions, reviewing current positions, explaining performance expectations to employees, processing hire/fill actions, etc. A task list contains information such as the job classification number, job title, pay grade, organization and office name, job description, certifications and licenses, supervisor's signature, etc. The immediate supervisor is responsible for updating the task list ensuring the duties and responsibilities assigned and performed are properly and accurately reflected. This is because inaccurate task lists can lead to conflict of interest at the workplace, unrealistic performance expectations, employees being hired without proper qualifications, and so forth.

For more questions about task list, please email Classification Section.

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Reference Checks

Reference checking is a vital part of a successful hiring strategy and is primarily used to:

- Verify information provided by the candidate
- Better predict the candidate's on-the-job success
- Gain additional knowledge (e.g., candidate's skills and abilities, team player, positive attitude, etc...)

We highly recommend you conduct reference checks once the applicant pool is narrowed down to the top candidate(s). During an interview or phone inquiry, you can ask a candidate to provide references, you should obtain their permission to contact their reference. When the candidate requests not to contact their current supervisor, ask for providing alternative references. While checking references, it might be possible the candidate may view a situation, interaction, or goal accomplishment differently than a reference; consequently, some discrepancies may emerge. If you receive information differing from what the candidate said, it may be beneficial to allow the candidate an opportunity to clarify. Accordingly, a selecting official will need to use judgment and weigh the information references provide appropriately to the situation, and make a final selection holistically.

Staffing/Recruitment Section.

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