

Terms and Concepts

Term	Definition
Announcement	The published notice for a position or class that will be filled on the basis of merit and fitness.
Applicant	An individual who applies for employment in the state personnel system.
Behavioral Interview	<i>Interview questions that ask applicants to describe a real life past scenario and the specific actions they took.</i>
Comparative Analysis	A process that utilizes professionally accepted standards that compares specific job-related knowledge, skills, abilities, behaviors and other competencies.
Competency	Knowledge, skills, abilities, and other characteristics that contribute to successful job performance.
Complete Application	All of the required documents, that are completed in detail, as listed in the job announcement.
Department Promotional Announcement	A job announcement that is open to only CDOT eligible applicants.
Eligible List	A list of persons who have successfully passed through a comparative analysis and may be considered for appointment. Referrals are drawn from this list.
Employment Screening	<i>The process conducted by HR to review the driving record and/or criminal history of the top candidate in relation to the position they are being considered for, to determine whether the candidate can be hired.</i>
Exceptional Applicant	The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position.
Filter Announcements (How to Search State Jobs)	The ability to filter job announcements on the www.colorado.gov/jobs website by location, department, job category, and estimated annual salary.
Final Interview	All applicants who have been placed on the referral list must be given final consideration, which can be done either in person or on the phone.

<i>First-Level Supervisor</i>	The position immediately responsible for assigning the duties and responsibilities for each position in their unit. Discuss job assignments and expectations with employee. Create performance plan and quarterly evaluate work products and behaviors. Schedules and assigns work, review work product, coaching/mentoring, approving leave requests.
<i>Hiring Manager</i>	The person who is responsible for working with HR to fill the position.
<i>Individual Contributors</i>	No formal supervisory authority. Position is responsible for completing assigned job duties.
<i>Interview Bias</i>	A partiality towards a preconceived response based on the structure, phrasing, or tenor of questions asked in the interviewing process.
<i>Job Qualifications</i>	Includes the minimum qualifications for a vacancy's class; any special qualifications, including but not limited to any required education or experience and any licensure or certification requirements; and/or any pre- or post-employment screening requirements.
<i>Job Interest Card</i>	Ability to select as many job categories for which a candidate would like to receive email notifications each time a position opens with the State of Colorado for 12 months.
<i>Lead Workers</i>	Partially accountable for the work product of at least two subordinate full-time employees, including timeliness, correctness, and soundness. Assigning tasks, monitoring progress and workflow, checking work product, scheduling work, and establishing work standards. Provides input to performance plans and evaluations.
<i>Manager</i>	Accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors.
<i>Minimum Qualifications</i>	The screening criteria, which can include education, experience, licensure, and certification, used to identify which candidates possess the minimum skills necessary to perform the job duties.
<i>Open Competitive Announcement</i>	A job announcement that is open to any eligible applicants.

Personnel Change Request (PCR)	The action in SAP that is taken to make changes to positions or personnel.
Preferred Qualifications	Qualifications that are desired for a position, but not required as a minimum qualification.
Position Description Questionnaire (PDQ):	The job description unique for each state position.
Promotional List	A list containing the names of individuals who have successfully completed any applicable comparative analysis process resulting from a job announcement restricted to current state employees or former state employees separated from employment due to layoff.
Post-Referral Assessment	All of the evaluation steps that occur after a candidate is referred for final consideration: final interview, reference checks, and other hiring manager requests (e.g., writing samples, presentation).
Qualified Applicant	An individual who submits a timely and sufficient application in response to an announcement and meets the job qualifications for the vacancy.
Qualified Applicant Pool	All individuals who are eligible to be included in any applicable comparative analysis process because each of them satisfies the definition of qualified applicant for the respective position or class.
Reference Check	<i>The process where CDOT verifies the employment history, education and references of a job applicant.</i>
Referral List	A list of the top six individuals drawn from the eligible list who are to be considered by the appointing authority.
Salary Analysis	<i>A process and resulting document created by HR where a salary recommendation is generated, based on comparison to similar positions.</i>
Special Qualifications	Unique job requirements, in addition to the minimum requirements, necessary for a specific position.
Preferred Qualifications	Qualifications that are desired for a position, but not required as a minimum qualification.

<i>State Application Process</i>	All the steps required by the Colorado State Constitution, State Personnel Rules, and CDOT Processes for the selection of a preferred candidate.
<i>Subject Matter Expert</i>	People with the necessary experience in an area related to the job, able to identify and compare technical and non-technical job related knowledge, skills, or abilities that are needed to perform the job duties.
<i>Supplemental Questions</i>	Questions embedded in the application which ask applicants about their preferences, background, interest and/or experience with various job related tasks.
<i>Turnover Rate</i>	<i>The percentage of employees in a workforce that leave during a certain period of time.</i>
<i>Work Lead</i>	The employee partially account for the work product of assigned employees.