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| **Position/RTF Information** |
| **Position number** |  | **Position title**  |  |
| **Announcement Type:**[ ]  **Departmental Promotional**  [ ]  **Statewide Promotional** [ ]  **Open Competitive** |
| **Hiring Authority**  |  | **Position Supervisor** |  |
| **HR Specialist** |  | **HR Specialist phone number** |  |
| [ ]  PDQ updated, approved, and **signed** (must be submitted prior to PCR approval) **Date submitted to HR:**  |
| [ ]  Request to Fill/Reclassify position PCR submitted. **PCR #****Date approved by division:**  |

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| **Selection Process** |
| [ ]  Review/Approve Job Announcement for all competitive exams |
| [ ]  Announcement posted by HR (if applicable)**Announcement close date:** |
| [ ]  Candidates reviewed by HR for minimum qualifications |
| [ ]  Coordinate with HR Specialist to schedule panel for comparative assessment**Panel Members:**[ ]  Coordinate with HR Specialist to schedule panel for second phase assessment (as needed)**Panel Members:** |
| [ ]  Conduct assessment and provide scored results to HR  |
| [ ]  Receive referral list and signed [Reference Check Consent Form(s)](http://intranet.dot.state.co.us/resources/CDOT-forms/documents/cdot-1276.pdf) from HR |
| [ ]  Contact referred candidates and schedule final interviews |
| [ ]  Conduct final interviews (by phone or in person) |
| [ ]  Complete reference checks on top one or two candidates (see [Supervisor’s Reference Checking Guide](http://intranet.dot.state.co.us/business/center-for-human-resources-management/HR-documents/reference-checking-guide))Make sure this is done **BEFORE** preferred candidate name sent to HR |
| [ ]  Provide name of preferred candidate to HR Specialist.**Preferred Candidate Name:**  |

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| **Salary Offer**  |
| [ ]  HR conducts salary analysis within 3 business days |
| [ ]  Obtain appropriate salary approval, as applicable (see [comp plan](http://intranet/employees/Mypay/documents/fy17-comp-plan) and [salary guidelines](http://intranet.dot.state.co.us/business/center-for-human-resources-management/hr-manager-toolkit/salary-guidelines/salary-guidelines))**Date approval obtained:** |
| [ ]  Contact preferred candidate to verbally discuss conditional job offer, salary, and tentative start date (For start date, use future Saturday for current CDOT employees; Monday or 1st of month for new hires, as long as a work day and not a holiday)**Does Candidate accept?** [ ]  Yes [ ]  No **Tentative start date:****If no, contact HR Specialist to determine next steps (i.e. additional reference checks, salary analysis for next preferred candidate, repost job announcement, etc)** |
| [ ] Draft appropriate conditional job offer letter (see [matrix](http://intranet.dot.state.co.us/business/center-for-human-resources-management/hr-manager-toolkit/employment-screening/conditional-job-offer-templates) for templates) |
| [ ] Submit Conditional Job Offer letter with Hiring Authority signature to HR**Date submitted to HR:**  |
| [ ]  HR emails Conditional Job Offer letter (in all cases) and background screening information (**for Open Competitive and Statewide Promotional only**) to Candidate within 1 business day**Date Job Offer letter sent**:**Does Candidate accept (by deadline specified in letter)?** [ ]  Yes [ ]  No**If no, contact HR Specialist to determine next steps (i.e. additional reference checks, salary analysis for next preferred candidate, repost job announcement, etc.)** |

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| **Candidate Screening** |
| **Note: Preferred candidates for Department Promotional and Reallocation positions are NOT required to pass a background screening (i.e., background check). The preferred candidate for Open Competitive and Statewide Promotional announcements, whether the person is currently a CDOT employee or not, WILL be required to pass a background screening.**  |
| [ ]  **For Open Competitive and Statewide Promotional only** - Candidate completes online screening information to TC LogiQ (within 3 days) |
| [ ]  **For Open Competitive and Statewide Promotional only** - Receive screening results from HR (approx. 1 week; up to 3 weeks for previous CA residency) **Date results received:** **Did candidate pass screening process?** [ ]  Yes [ ]  No**If no, contact HR Specialist to determine next steps (i.e. additional reference checks, salary analysis for next preferred candidate, repost job announcement, etc.)** |
| [ ]  For positions requiring CDL, arrange for candidate to complete additional screenings[ ]  Drug test **Date results received:**[ ]  Physical **Date results received:** **Did candidate pass screening process?** [ ]  Yes [ ]  No**If no, contact HR Specialist to determine next steps (i.e. additional reference checks, salary analysis for next preferred candidate, repost job announcement, etc.)** |
| [ ]  Notify top candidate of screening results and confirm start date. (HR notifies non-selected candidates) |
| **New Hire/Onboarding** |
| [ ]  Submit appropriate PCR (see [PCR Manual](http://intranet/employees/howdoi/articles/how-do-i-sap-mss/PCR-manual) for instructions) **PCR #:**[ ]  New Hire (Submit Hire Non-CDOT Employee PCR by start date)[ ]  Current CDOT Employee (Submit Promote, Demote, Transfer PCR, which must be approved by Wednesday prior to start date) |
| [ ]  If candidate is a new to CDOT or a Rehire, submit [new hire paperwork](http://intranet/business/center-for-human-resources-management/human-resources-forms/hire-instructions-perm), including [Access Request Form](http://intranet/resources/CDOT-forms/documents/cdot-0984.pdf/view) #984 (f.k.a IIAR) |
| **Comments/Notes:** |