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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:** |