

Position/RTF Information			
Position number		Position title	
<b>Announcement Type:</b> <input type="checkbox"/> Departmental Promotional <input type="checkbox"/> Statewide Promotional <input type="checkbox"/> Open Competitive			
Hiring Authority		Position Supervisor	
HR Specialist		HR Specialist phone number	
<input type="checkbox"/> PDQ updated, approved, and <b>signed</b> (must be submitted prior to PCR approval) <b>Date submitted to HR:</b> _____			
<input type="checkbox"/> Request to Fill/Reclassify position PCR submitted. <b>PCR #</b> _____ <b>Date approved by division:</b> _____			

Selection Process
<input type="checkbox"/> Review/Approve Job Announcement for all competitive exams
<input type="checkbox"/> Announcement posted by HR (if applicable) <b>Announcement close date:</b> _____
<input type="checkbox"/> Candidates reviewed by HR for minimum qualifications
<input type="checkbox"/> Coordinate with HR Specialist to schedule panel for comparative assessment <b>Panel Members:</b> _____
<input type="checkbox"/> Coordinate with HR Specialist to schedule panel for second phase assessment (as needed) <b>Panel Members:</b> _____
<input type="checkbox"/> Conduct assessment and provide scored results to HR
<input type="checkbox"/> Receive referral list and signed <a href="#">Reference Check Consent Form(s)</a> from HR
<input type="checkbox"/> Contact referred candidates and schedule final interviews
<input type="checkbox"/> Conduct final interviews (by phone or in person)
<input type="checkbox"/> Complete reference checks on top one or two candidates (see <a href="#">Supervisor's Reference Checking Guide</a> ) <b>Make sure this is done BEFORE preferred candidate name sent to HR</b>
<input type="checkbox"/> Provide name of preferred candidate to HR Specialist. <b>Preferred Candidate Name:</b> _____

Salary Offer
<input type="checkbox"/> HR conducts salary analysis within 3 business days
<input type="checkbox"/> Obtain appropriate salary approval, as applicable (see <a href="#">comp plan</a> and <a href="#">salary guidelines</a> ) <b>Date approval obtained:</b> _____
<input type="checkbox"/> 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 1 <sup>st</sup> of month for new hires, as long as a work day and not a holiday) <b>Does Candidate accept?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Tentative start date:</b> _____ <b>If no, contact HR Specialist to determine next steps (i.e. additional reference checks, salary analysis for next preferred candidate, repost job announcement, etc)</b>
<input type="checkbox"/> Draft appropriate conditional job offer letter (see <a href="#">matrix</a> for templates)
<input type="checkbox"/> Submit Conditional Job Offer letter with Hiring Authority signature to HR <b>Date submitted to HR:</b> _____

- 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.)**

**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](#) 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](#), including [Access Request Form #984](#) (f.k.a IIAR)

**Comments/Notes:**