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| How to apply for a job at Cdot | |
| **Course Title** | How to Apply for a job at CDOT |
| **Course Description** | This course is designed to teach job applicants how to apply for a job at CDOT |
| **Target Audience** (Total #) | All potential job applicants |
| **Process** | Job application process |
| **Process Touch Points** | New hire |
| **Sections** | List the sections or topics of the course:   * *Learning Logistics* * *Course Introduction* * Search for a Job * Create a NEOGOV Account * How to Read a Job Announcement * What Happens After I Apply * *Conclusion* |
| **Course Duration (Est.)** | *Length of course (to be identified by sections, demos and exercises – rule of thumb – 3 minutes per topic/slide, 15 minutes per demo; 20 minutes per exercise.)* |
| **Delivery Method(s)** | eLearning |
| **Prerequisites** | * N/A |
| **SME(s)** | Beverly Wyatt |
| **Training Developer(s)** | Jason Prince |
| **Training Evaluator** | Beverly Wyatt and Jason Prince |
| **Instructor(s)** | eLearning |
| **Frequency** | On demand as required |
| **Course Content Reviewer(s) and Approver** | Beverly Wyatt and Morgan Murphy |
| **Location** | * eLearning |
| **List of Training Materials Required to Support Course Delivery** | * *Quick Reference Guides, Polices, Process flows and Forms* |

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| **Course Purpose** |
| This course is designed to teach participants how all of the skills they need to apply for a Job at CDOT. | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * Search for a job * Create a NEOGOV Account * Identify the purpose of the Job Announcement and how to read it for applying * How to use your NEOGOV profile to apply for a job * Understand the types of communications you will be sent when you submit an application | |

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| **Section: Learning Logistics** | | | **Time:** 5 minutes | | | | |
| **Section Objectives:** | Upon completing this section, participants should be able to:   * *Describe the purpose of the course* * *Describe how to navigate this course* * *Introduce the learning objectives of the course* | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed:*   * *None* | | | | | | |
| **Terms and Concepts** | * *None* | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| N/A | |  | |  |  |  |  |

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| **Section 1 –** Course Introduction | | | **Time:** 10 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe why you should work for the State of Colorado * Locating the SOC job page (<https://www.colorado.gov/dhr/jobs>) * Describe what Jobs are open for **all** job applicants * Identify what you need to prepare prior to applying * Describe what is used to determine residency * Identify when new Jobs are posted | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed* | | | | | | |
| **Terms and Concepts** | * Open competitive * Colorado Residency Requirements | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| Checklist for applying for a job | |  | |  | X |  |  |

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| **Section** 2 **–** Search for a Job | | | **Time:** 15 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe how to search for job using the search for a job * Describe how to use the filter feature to refine your search (location, Department, Job Category, and Salary * Describe how to convert your salary to annual (calculator) * Identify what to do if you do not find a Job that matches your skills | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed* | | | | | | |
| **Terms and Concepts** | * Search * Sort * Filter * Location * Department * Job Category * Estimated annual salary | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| Search | |  | |  |  | X |  |
| Sort | |  | |  |  | X |  |
| Create a Job Interest Card | |  | |  |  | X |  |

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| **Section** 3 **–** Create a NEOGOV Account | | | **Time:** 15 Minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Identify what you need before you begin (password, user name) requirement | | | | | | |
| **Business Process** | Identify Business Process(es) to be discussed | | | | | | |
| **Terms and Concepts** | * Password * Work * User Name * Info * Education * References * Attachments * Questions * Review * Submit | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| Upload from Computer | |  | |  |  | X |  |
| Manually Enter Work History | |  | |  |  | X |  |

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| **Section** 4 **–** How to Read a Job Announcement | | | **Time:** 15 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe the what the different sections of the job announcement mean * Printing the announcement | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed* | | | | | | |
| **Terms and Concepts** | * Job Overview * Department Information * Description of Job * Duties * Minimum Qualifications * Substitutions * Conditions of Employment * Preferred Qualifications * Supplemental Information * Technical Competence * Depth and Breadth of Experience * Job Fit | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| Job Announcement walkthrough (Description, Benefits, Questions) | |  | |  |  | X |  |
| Printing the Job Announcement | |  | |  |  | X |  |

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| **Section** 5 **–** How to Apply for a Job | | | **Time:** 10 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe the best way to frame your experience (from job course) * Describe how to use your NEOGOV profile to apply for a Job * Identifying if you have a complete application (responding to Questions) | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed* | | | | | | |
| **Terms and Concepts** | * Knowledge * Skills * Abilities * Exceptional Applicant | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| How to Complete an Application Tips | |  | |  | X |  |  |
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| **Section** 5 **–** What Happens After I apply | | | **Time:** 5 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Understand what happens after you apply for a Jobs * Identify the timeline of the application process * Describe what the communications from HR mean | | | | | | |
| **Business Process** | State Application Steps | | | | | | |
| **Terms and Concepts** | * Minimum Qualifications * Comparative Analysis * Eligible List * Referral List * Background Check * Reference Check | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| State Application Steps and Tips (From Job Course) | |  | |  | X |  |  |
| Sample Communications from HR | |  | |  | X |  |  |

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| **Section: Conclusion** | | | **Time:** 9 minutes | | | | |
| **Section Objectives** | Upon completing this course, participants should be able to:   * Conclusion - use the list of the learning objectives found in the Overview section * Where to go for help | | | | | | |
| **Business Process** | N/A | | | | | | |
| **Terms and Concepts** | * None | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| *None* | |  | |  |  |  |  |