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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 |  |  |
|  |  |  |  | X |  |
|  |  |  |  |  |  |
| **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*  |  |  |  |  |  |