

Job Application Skills and Interviewing Tips



Participant Guide

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Colorado Department of Transportation

Job Application Skills and Interviewing Tips



Training Notes:

Notes:

This course is designed to help CDOT employees understand the State application process and what they need to do in order to provide the best application material possible.

Learning Logistics

Job Application Skills and Interviewing Tips

Course Agenda

- **Learning Logistics**

- Section 1 – Exceptional Applicant
- Section 2 – State Application Process
- Section 3 – Elements of a Detailed Application
- Section 4 – Applying Good Interview Skills
- Conclusion

Training Notes:

Notes:

This course is designed to help CDOT employees understand the State application process and what they need to do in order to provide the best application material possible.

Learning Logistics – This section takes about 10 minutes to complete and introduces the content of the course, provides introductions and what the learning expectations are of both the participants and the instructors.

Section 1: Exceptional Applicant – This section introduces what makes for an exceptional applicant.

Section 2: State Application Process – This section provides a description of the State Application process, how to search for jobs, identifying the sections of the Announcement and the comparative analysis process.

Section 3: Elements of a Detailed Application – This section describes the process of applying for a position with the State.

Section 4: Applying Good Interviewing Skills – This section describes what you need to do when you have an interview to give the best possible interview.

Conclusion – This section takes about 10 minutes to complete and summarizes the course. It also provides details about where you can get additional help if you need it.

Course Learning Objectives

At the end of this course, you should be able to:

- Describe the State Application Process
- Recognize the Elements of a detailed application
- Apply good interviewing skills

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Training Notes:

Notes:

Upon completing this course you should be able to perform each of the learning objectives listed above. We will confirm this at the end of the course.

Introductions

Please take a moment to share:

- Your name
- Your role within CDOT
- Your expectations of this course



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Training Notes:

Notes:

Your Name _____

Your Role at CDOT _____

What would you like to get from this course?

1. _____

2. _____

3. _____

What is your level of comfort with this training?

Learning Logistics

- Regular breaks built into the class schedule
- Classroom participation encouraged; ask, answer, and participate in the discussion
- Exercises to practice what you are learning today
- Parking lot used to capture questions for in-class follow-up
- The Participant Guide is yours to keep
 - please take notes!

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Training Notes:

Notes:

- This course is 4 hours long with a break scheduled between Section Two and Three.
- Please feel free to ask any questions you may have during the course.
- The section to the right of your manual contains an area for your notes and the answers for your questions.
- During the course please keep side conversations to a minimum and share your experience with the whole class. These are what make for a great course!
- The “Parking Lot” is used to capture questions that may require a longer answer than we have time for in this course. All of the questions will be answered within 2 days of the course.

Your Contributions to Learning

- Please respect the other participants by silencing your cell phones
- Focus on the course, please use the Internet and email during break times
- Please delay your side conversations until break times
- Attend the entire course to obtain credit for successful course completion

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Training Notes:

Notes:

- Please turn off or silence any electronic devices.
- Please refrain from browsing the Internet, sending/reading text messages, or sending/reading e-mails during class.
- If you have a question, or comment, please ask it of the whole group instead of the person next to you. Many times if there is something you do not understand everyone can benefit from an explanation.



Section 1 – Exceptional Applicant

Job Application Skills and Interviewing Tips

Course Agenda

- Learning Logistics
- **Section 1 – Exceptional Applicant**
- Section 2 – State Application Process
- Section 3 – Elements of a Detailed Application
- Section 4 – Applying Good Interview Skills
- Conclusion

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Training Notes:

Notes:

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Section 4: Applying Good Interviewing Skills – This section describes what you need to do when you have an interview to give the best possible interview.

Conclusion – This section takes about 10 minutes to complete and summarizes the course. It also provides details about where you can get additional help if you need it.

Section 1 Learning Objectives

At the end of this section, you should be able to:

- Understand the roles in the organization
- Describe the state application process for hiring/promoting Employees
- Describe what makes an exceptional applicant

Training Notes:

Notes:

- Each of the learning objectives corresponds to a slide, or a series of slides, in this section of the course.
- By the end of this section, you should be able to perform each of the listed objectives with the support of the training materials.
- The section objectives are also tied directly to the course objectives reviewed at the beginning of the course.

Terms and Concepts



| Term | Definition |
|------------------------|---|
| Exceptional Applicant | The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position. |
| First-Level Supervisor | The position immediately responsible for assigning work, evaluating performance, and mentoring employees. |
| Individual Contributor | No formal supervisory authority. Position is responsible for completing assigned job duties. |
| Manager | Accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors. |
| Work Lead | The employee partially account for the work product of assigned employees. |

Training Notes:

Notes:

❖ TAB 1 – Terms and Concepts

- The following terms are critical to your understanding of this section of the course.
- Additional terms are located in the Terms and Concepts document located in the reference materials section of your guide.
- If you do not understand a term, please ask for additional clarification.
- The Terms and Concepts document contains more terms than are listed in the course and should be reviewed to help with your learning

Class Discussion – Exceptional Applicant

Now let's discuss the Exceptional Applicant:

- What is an Exceptional Applicant?
- What do they do? (How would you know an Exceptional Applicants when you see one)
- How/why do you think this is this important to the selection process?
- What are some examples of an Exceptional Applicant?

Materials:

- What makes and Exceptional Applicant Worksheet

Training Notes:

Notes

- ❖ **TAB 03** – Exceptional Applicant Qualities
- ❖ **TAB 04** – What is an Exceptional Applicant Worksheet

Use the space below to capture answers to get you started.

What is an Exceptional Applicant?

What do they do? (How would you know one when you see one)

Instructions:

Use the space below to capture what makes an exceptional applicant.

1. What is an Exceptional Applicant?

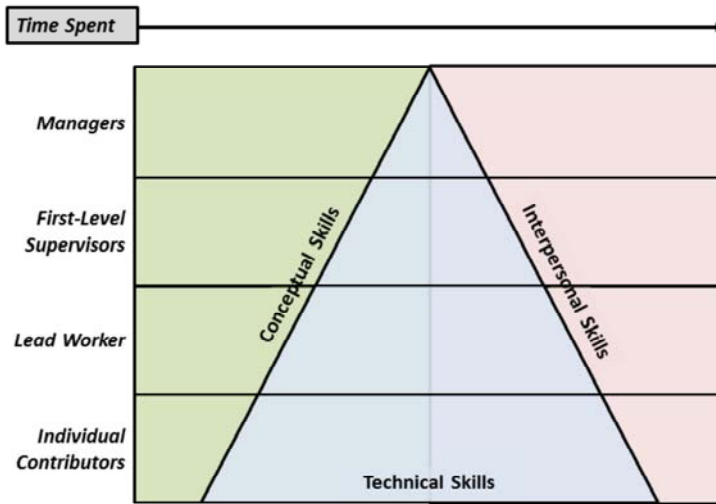
2. What do they do? (How would you know one when you see one)

3. How/why do you think it is important to the selection process?

4. What are some examples of an Exceptional Candidate?

Training Notes:

Roles in the Organization



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Training Notes:

Notes

- Look at the slide – on the top it indicates “Time Spent” and then the slide is divided into three wedges. As an employee changes their role, the amount of time they spend in each wedge changes.
- All three areas are used at all levels, however more time is spent on Technical and Tactical Skills as an Individual Contributor, and then more time is spent on Conceptual and Strategic Skills as a Manager.
- On average, about 20% of a supervisor’s time is spent on managing/developing direct reports. And dealing with indirect reports adds to this.
- Keep in mind that you need to apply and interview for the job you want – not just for the job you already have.

It is critical to remember when applying for a job, You need to make the connection from your skill set to how this makes you a strong applicant for the new position.

Check Your Knowledge

What is an exceptional applicant?

- The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position.

What are the three types of skills you can describe in your resume?

- Technical, Conceptual and Interpersonal



Training Notes:

Notes:

Question 1

What three items do you need to provide in your application?

Answer

- The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position.

Question 2

What are the three types of skills you can describe in your resume?

Answer

- Technical, Conceptual and Interpersonal

Section 2 – State Application Process

Job Application Skills and Interviewing Tips

Course Agenda



- Learning Logistics
- Section 1 – Exceptional Applicant
- **Section 2 – State Application Process**
- Section 3 – Elements of a Detailed Application
- Section 4 – Applying Good Interview Skills
- Conclusion

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Training Notes:

Notes:

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Learning Logistics – This section takes about 10 minutes to complete and introduces the content of the course, provides introductions and what the learning expectations are of both the participants and the instructors.

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Section 4: Applying Good Interviewing Skills – This section describes what you need to do when you have an interview to give the best possible interview.

Conclusion – This section takes about 10 minutes to complete and summarizes the course. It also provides details about where you can get additional help if you need it.

Section 2 Learning Objectives

At the end of this section, you should be able to:

- Search for State Jobs
- Describe the State Application process
- Identify the sections of a job announcement
- Understand how comparative analysis is used to evaluate you application

Training Notes:

Notes:

- Each of the learning objectives corresponds to a slide, or a series of slides, in this section of the course.
- By the end of this section, you should be able to perform each of the listed objectives with the support of the training materials.
- The section objectives are also tied directly to the course objectives reviewed at the beginning of the course.

Terms and Concepts



| Term | Definition |
|-------------------------------------|--|
| Announcement | The published notice for a position or class that will be filled on the basis of merit and fitness. |
| Applicant | An individual who applies for employment in the state personnel system. |
| Comparative Analysis | A process that utilizes professionally accepted standards that compares specific job-related knowledge, skills, abilities, behaviors and other competencies. |
| Department Promotional Announcement | A job announcement that is open to only CDOT eligible applicants. |
| Eligible List | A list of persons who have successfully passed through a comparative analysis and may be considered for appointment. Referrals are drawn from this list. |

Training Notes:

Notes:

❖ TAB 1 – Terms and Concepts

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Terms and Concepts



| Term | Definition |
|---|---|
| Filter Announcements (How to Search State Jobs) | The ability to filter job announcements on the www.colorado.gov/jobs website by location, department, job category, and estimated annual salary. |
| Open Competitive Announcement | A job announcement that is open to any eligible applicants. |
| Promotional List | A list containing the names of individuals who have successfully completed any applicable comparative analysis process resulting from a job announcement restricted to current state employees or former state employees separated from employment due to layoff. |

Training Notes:

Notes:

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Terms and Concepts



| Term | Definition |
|---------------------------|---|
| Referral List | A list of the top six individuals drawn from the eligible list who are to be considered by the appointing authority. |
| State Application Process | All the steps required by the Colorado State Constitution, State Personnel Rules, and CDOT Processes for the selection of a preferred candidate. |
| Job Interest Card | Ability to select as many job categories for which a candidate would like to receive email notifications each time a position opens with the State of Colorado for 12 months. |

Training Notes:

Notes:

❖ **TAB 1** – Terms and Concepts

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- The Terms and Concepts document contains more terms than are listed in the course and should be reviewed to help with your learning

Demo One

How to Search for State Jobs



Now let's use the State of Colorado Job Seeker page to:

- Browse for a job
- Filter announcements
- Sign up for a Job Interest Card
- Explain the difference between Department Promotional and Open Competitive announcements

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Training Notes:

Notes

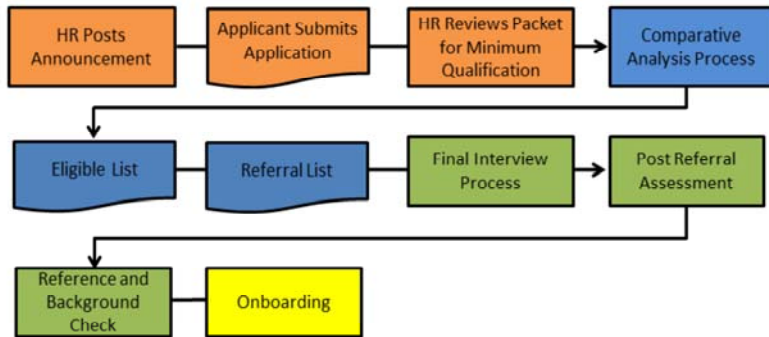
- The State of Colorado Jobs page can be found at the following address: <https://www.colorado.gov/dhr/jobs>
- Once you are at the address above you are able to click on one of three links for jobs:
 - Click on the Open Competitive Job Opportunities link to find job open to everyone
 - Select Promotion Job Opportunities if you are looking for jobs to advance your career
 - Select Transfer Job Opportunities if you are looking for a position in the same classification, but in another location
- Your selection will then display the type of job you want.
- When you scroll down the page you will see the of jobs that match the type of job you are looking for. If there are too many jobs use toolbar to help you narrow your search



The picture above shows the search bar. The numbers above are described below

1. **Search** – Used to find a job when you know the name.
2. **Sort** – Sorts jobs by date posted, alphabetically, and by Salary
3. **Filter** – Sort jobs by location, department, job category and est. salary
4. **Postings found** – Displays how many jobs match your search
5. **Link to job(s)** – a link that takes you to the announcement

State Application Process



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Training Notes:

Notes

❖ TAB 02 - State Application Steps and Tips

Announcement Phase (Highlighted in orange)

- Before HR posts the announcement, we discuss the position, the job duties, the minimum qualifications, and exceptional applicant qualities with the hiring manager – and then use all of this to create the announcement and this is what will be evaluated during the process.

Comparative Analysis (Highlighted in blue)

- The comparative analysis process is required by the Colorado State Constitution, and the purpose is to evaluate the candidates and identify the top group moving forward to a final interview. We will discuss more about the comparative analysis process later.
- An eligible list will include everyone who passes the comparative analysis step or steps
- The referral list contains the top 6 applicants, or fewer

Final Interview (Highlighted in green)

- The hiring manager can select any of the top 6 applicants. After all, only 1 person can be hired for a position

Onboarding (Highlighted in yellow)

- The hiring manager provides onboarding to the new employee

You are able to most directly impact and control what happens in the Comparative Analysis stage by submitting the best possible resume and in the Final Interview by being prepared.

Demo Two

What is on the Announcement?

- The Announcement is used by HR to let you know about the details of a position. It is:
- Comprised of sections each with a specific purpose
 - Posted for a limited amount of time
 - Created to communicate the knowledge and skills required for the position

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Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- Section A & B: Basic CDOT Info
- Section C: Job Duties – VERY IMPORTANT! This is a summary from the PDQ.
- Section D: Work Environment – This section lists any specific travel requirements, hazardous situations, etc.
- Section E: Minimum Qualifications & Substitution – The minimum qualifications are mandated by DPA, although some of it CDOT can specify. For instance, in this HEM III announcement we have listed the types of equipment applicants need to have worked on.
- Section F: Exceptional Applicant – It is important to know that this is typically what the assessments are based on. This is the “perfect” candidate.
- Section G: Necessary Special Requirements – This section is only used as appropriate for the position, such as for this HEM III. However, we typically don’t use this section for a GP.
- Section H: Background Check/Employment Screening – This is important to read so that you understand all of the requirements and your rights.
- Section I: Applicant Checklist/Supplemental Information – This section lists everything that is required for a complete application.
- Section J: Legal-ese/Disclaimer – It is important that all candidates understand their rights and the process.
- Section K: More Legal-ese & Contact Information – This is where candidates can find out who to contact with questions.
- Section L: General Supplemental Questions
- Section M: More Specific Supplemental Questions – Used as part of the assessment and to provide additional opportunity to demonstrate the applicant meets minimum qualifications.

Section A

SECTION A
STATE OF COLORADO
invites applications for the position of:
Heavy Equipment Mechanic
This position is open only to Colorado state residents.

CLASS TITLE: EQUIPMENT MECHANIC III

LOCATION: XXXX, Colorado

PRIMARY PHYSICAL WORK ADDRESS: XXXX

SALARY: \$XXXX - \$XXXX Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: XX/XX/XX

CLOSING DATE: XX/XX/XX

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Transportation

This position is only open to Colorado state residents.

Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- This is the basic CDOT Information about the position.

Section B

SECTION B

About CDOT

The Colorado Department of Transportation is a billion dollar multi-modal engineering, planning, and roadway maintenance business dedicated to a mission to provide the best multi-modal transportation system for Colorado that most effectively and safely moves people, goods, and information. CDOT, with more than 3,300 employees assigned throughout the state, is responsible for a 9,146 mile highway system including 3,447 bridges. Each year this system handles over 27 billion vehicle miles of travel. Although the Interstate system accounts for only about 10% (914 miles) of the total mileage on the state system, 40% of all travel takes place on our Interstate highways. In addition, CDOT's Aeronautics Division supports Colorado's general aviation community through distribution of entitlement funds, an aviation grant program, and long-range system planning in partnership with Colorado's general aviation airports. CDOT's Division of Transit and Rail is responsible for the planning, development, finance, operation, and integration of transit and rail services into Colorado's overall transportation system.

CDOT's core values of safety, people, integrity, customer service, excellence and respect make CDOT a great place to work, making Colorado a great place to live.

CDOT offers a variety of benefits for employees including:

- Annual leave (accrued based on years of service, starting at 8 hours a month)
- Sick leave accrued at 6.66 hours a month
- 10 paid holidays per year
- Medical and dental plans
- State paid life insurance policy of \$50,000
- Choice of 2 retirement plans
- 401K and 457 plans
- State paid Short Term Disability coverage
- Credit Union Membership
- Work life programs
- Tuition reimbursement programs
- Training

Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- This is the basic CDOT Information about the position.

Section C

SECTION C

DESCRIPTION OF JOB:

This position is located in the Region XX Equipment Shop. As an Equipment Mechanic III, you will inspect, diagnose, troubleshoot, and repair all equipment, primarily but not limited to heavy and specialized equipment, to ensure readiness and operational safety on a 24 hour a day, 7 days a week basis in all weather conditions.

Vehicles and equipment include, but are not limited to, 10-ton double axle snowplows, tractor-trailers, bulldozers, motor graders, paving machines and 15' mower tractors.

Major duties and responsibilities include, but are not limited to:

- Diagnose and repair vehicle and equipment malfunctions on all major systems including gas and diesel engines, transmissions, brake systems, differentials, drivelines, generators, rear-end assemblies, carburetors, and hydraulic, pneumatic, fuel, ignition, electrical and cooling systems;
- Work on vehicles and equipment such as: 10-ton double axle snowplows, tractor-trailers, front end loaders, motor graders, paving machines and 15' mower tractors;
- Diagnose, repair, rebuild and overhaul systems and parts; order parts and supplies; estimate the extent of repairs and associated costs and labor;
- Design, fabricate, machine and weld special-use parts and accessories;
- Conduct preventative maintenance inspections and safety checks; instruct operators in the use and care of vehicles and equipment;
- Prepare vehicles for exhaust emissions sampling and testing by performing air pollution control maintenance, inspection, repair, and diagnosis;
- Prioritize assignments and ensure maintenance shop is maintained in a clean, safe, and organized manner;
- Respond to emergencies and travel to remote locations in adverse weather and road conditions to perform all mechanical repairs on CDOT equipment;
- Inspect, diagnose, and repair computer-controlled equipment;
- Perform record keeping and documentation on all assigned units; prepare and audit work orders using SAP software; utilize spreadsheets for documentation and tracking;
- Use computers with various software applications for data input, records management, and e-mail in support of job assignment;
- Attend industry training to remain current on equipment and repair techniques as well as various general training sessions for CDOT;
- Provide training for field employees in various aspects of equipment maintenance, inspection, diagnostics and repair, including brake adjustment training;
- Other duties as assigned.

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Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- **Job Duties – This is VERY IMPORTANT!** This is a summary from the PDQ and allows you understand what the position does and the responsibilities.

Section D

SECTION D

Work Environment:

- Expected work schedule is Monday through Friday, from 7 am to 3:30 pm
- May be required to respond to emergencies outside regular work hours and work overtime including weekends and holidays
- Some on-call time is required
- Must provide the supervisor with a telephone number where he/she can be reached for the purpose of responding to an emergency
- Required to lift up to 70 lbs
- Required to bend, kneel, climb in/out of trucks when maintaining and repairing equipment
- Required to use appropriate personal protective equipment
- Required to work with chemicals and cleaning products
- Required to operate CDOT vehicles
- Must be able to read, understand, follow, and give oral and written instructions in English
- Frequent travel during work day to perform field repairs, as well as to attend trainings and meetings
- May be required to work in extreme temperatures and weather conditions for long periods of time – hot and cold
- Exposure to loud noises
- Exposure to fumes, odors, gases, dusts, etc. that may affect breathing, eyes and skin
- Exposure to High Voltage (anything over 600V) and electrical shock
- Must be able to hear and communicate via cell phone and state radio to relay information and respond to field calls
- Due to locations of some of the equipment, must be physically able to work at 9-10,000 feet altitude
- Required to use computers to accomplish everyday work duties
- This position is required to have a Colorado Commercial Driver's License Class A or B with no restrictions on air brakes within 6 months of hire
- New employees are required to attend two weeks of maintenance training in Golden. Veteran CDOT employees are required to attend maintenance training one week out of each year at Camp George West in Golden. During training, you will be provided with housing and meals.

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Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- **Work Environment** – This section lists any specific travel requirements, hazardous situations, etc. of the position.

Section E

SECTION E

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

This experience must be specifically documented on your application. **Additional information submitted after the closing date of this announcement will not be considered in the review of your application.**

- Four years of progressively responsible experience in automotive AND heavy equipment repair, that includes at least ONE year of experience with diagnosis and repair of heavy diesel equipment such as 10-ton double axle snowplows, tractor-trailers, bulldozers, motor graders, paving machines and/or 15' mower tractors, with current proficiency at the journey level.

Licensing Requirements: Must obtain a Colorado Commercial Driver's License (CDL) Type A or B with no restrictions on air brakes within six months of hire.

Substitution: Satisfactory completion of a formalized apprenticeship program, or higher level non-correspondence coursework from an accredited college or technical school, beyond high school, in automotive and diesel equipment mechanics or heavy equipment mechanics may be substituted for the required general experience.

Unofficial transcripts or a copy of your certificate of completion are required if substituting this education for experience and may be uploaded within your online application.

Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- Minimum Qualifications & Substitution – The minimum qualifications are mandated by DPA, although some of it CDOT can specify. For instance, in this HEM III announcement we have listed the types of equipment applicants need to have worked on.

Section F

SECTION F

Stronger candidates will be those that demonstrate depth and breadth of skill and ability, through a combination of professional experience and formal training, to successfully perform the duties and responsibilities of this position.

The **Exceptional Applicant** will be an experienced Heavy Equipment Mechanic and will possess the proven ability or accomplishment in the following:

- Demonstrated success with the duties as listed in the Description of the Job section;
- Highest work/personal ethics and integrity;
- Extensive experience with troubleshooting, diagnosis, and repair of automotive and heavy duty diesel vehicles and equipment, up to 10 tons is highly desirable;
- Extensive experience designing and fabricating parts and special tools needed for unique and emergency situations;
- Medium/Heavy truck ASE Certifications in Diesel Engine, Drive Trains, Brakes, Suspension and Steering, Electrical/Electronic Systems, Heating, Ventilation and A/C is preferred;
- Effective interpersonal and relationship building skills;
- Effective oral communication and customer service skills;
- Strong attention to detail and accuracy;
- Strong reasoning, analytic thinking, troubleshooting and problem solving skills;
- Use of innovative approaches when performing repairs, with consideration for available resources, budget, time, efficiency, and safety;
- Flexibility in adapting to changing circumstances;
- Strong commitment to safety;
- Strong positive and can-do attitude;
- Self-starter and motivated to accomplish assigned tasks;
- Conscientious, organized, and reliable in maintaining the shop and completing assigned duties;
- Strong attention to technical detail and accuracy;
- Ability to quickly learn with minimal direction;
- Ability to adapt to changes in work assignments and environments;
- Ability to work effectively in both independent and team situations;
- Must have knowledge and know-how to use computers for vehicle diagnosing, data input, record keeping and email, and have the ability to quickly learn software.

Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- **Exceptional Applicant** – It is important to know that this is typically what the assessments are based on. This is the “perfect” candidate.

Section G

SECTION G

Necessary Special Requirements: The following conditions must be met and maintained in order to be employed and/or continue employment at CDOT :

- Must pass the Commercial Driver's License (CDL) written exam to obtain CDL permit within 2 months of hire
- Must obtain a Colorado Commercial Driver's License (CDL) class A or B with no restrictions on air brakes within 6 months of hire
- Must pass a pre-employment medical physical exam and a controlled substance test (i.e. drug test)
- Must be willing to respond to emergencies outside regular work hours and work overtime including weekends and holidays
- Must be willing and physically able to work in extreme temperature and weather conditions for long periods of time.
- Must provide the supervisor with a telephone number where he/she can be reached for the purpose of responding to an emergency
- Must be able to read, understand and follow oral and written instructions in English
- Required to lift up to 70 lbs
- Required to bend, kneel, climb in/out of trucks when maintaining and repairing equipment
- Must be able to hear and communicate via cell phone and state radio to relay information and respond to field calls

Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- **Necessary Special Requirements** – This section is only used as appropriate for the position, such as for this HEM III. However, we typically don't use this section for a GP.

Section H

SECTION H

Employment Screening

If an applicant reaches the finalist stage of the hiring process, the Colorado Department of Transportation may procure a consumer report and/or investigative consumer report on the applicant in connection with his/her application for employment purposes, as defined under the Fair Credit Reporting Act. These reports may be obtained at any time after receipt of the applicant's authorization. As part of the employment screening an applicant will be requested to disclose any differed judgments and convictions as well an explanation of the circumstances around any arrest or conviction. In the event that a screening returns information that the applicant believes is not accurate, he or she will have an opportunity to dispute the information with "TC logiQ".

TC logiQ, a consumer reporting agency, will obtain the report for CDOT. Further information regarding TC logiQ, including its privacy policy, may be found online at www.TClogiQ.com. TC logiQ is located at 629 N. Weber St., Suite 7C, Colorado Springs, and can be reached at 877.825.6447.

The report may contain information bearing on the applicant's character, general reputation, personal characteristics, and mode of living. The information that may be included in the report includes: social security number trace, criminal records check, public court records checks, education records, and driving records checks. CDOT will only request credit reports insofar as they relate to the position for which the applicant is applying. The information contained in the report will be obtained from private and/or public record sources. The applicant will have the right, upon written request made within a reasonable time after receipt of a notice, to request disclosure of the nature and scope of any investigative consumer report.

Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- Background Check/Employment Screening – This is important to read so that you understand all of the requirements and your rights.

Section I

SECTION I

SUPPLEMENTAL INFORMATION:

Applicant Checklist: Only complete applications submitted by the closing date for this announcement will be given consideration. Immediately after you submit your application you should receive an email that confirms that you successfully submitted an application for this position. If you do not, try submitting again until you receive the confirmation email. Be sure to also check your junk folder for email communications from the State of Colorado's website.

Complete Applications must include the following documents:

- 1) A complete CDOT Application for Announced Vacancy (please submit online using the link in this announcement)
- 2) A complete Supplemental Questionnaire (must submit online as part of your application)
- 3) To verify CDL licensure: **A copy of your current (dated within the last 30 days of the announcement's open date) satisfactory Colorado Motor Vehicle Record (MVR)** that does not exceed the CDOT Driver record standards as listed above; ****NOTE: YOUR MOTOR VEHICLE RECORD MUST BE ISSUED BY THE COLORADO DEPARTMENT OF MOTOR VEHICLES**. Also, all applicants participating in the assessment process do so at their own expense.**

The MVR and the HTF release need to be either attached to your on-line application or sent to:

Colorado Department of Transportation
Strategic Workforce Solutions
4201 E. Arkansas Ave. #290
Denver, CO 80222
Fax: 303-757-9081
Email: Amanda.Parkhurst-Strout@state.co.us

Only complete applications will be given consideration. Every effort must be made to submit transcripts by the announcement close date. Where unusual circumstances prevent timely acquisition of transcripts, they must be submitted within five business days of the announcement close date.

Resumes will not be accepted in lieu of a completed application, but may be used to supplement information to the application. Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

Former employees of the Colorado Department of Transportation System or any other State of Colorado Department or Agency, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on his/her application.

Colorado Department of Transportation

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Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- Applicant Checklist/Supplemental Information – This section lists everything that is required for a complete application.

Section J

SECTION J

Transfer, Non-Disciplinary Demotion or Reinstatement: If you believe that you are eligible to be considered as a transfer, non-disciplinary demotion or reinstatement to this vacancy, you must submit a completed application following the directions in this job announcement and you will be included in the selection process along with other qualified applicants. If you are the finalist for this position after the selection process, Human Resources will confirm your eligibility to be appointed as a transfer, non-disciplinary demotion or reinstatement applicant.

The Assessment Process: Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Part or all of the assessment for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. They may also use the application material to assess and rank applicants who meet the minimum requirements, to cut to a top group for additional assessment, or establish an eligible list for referral to the hiring manager for final consideration.

Be sure your application material specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the Major Duties, Education and Experience Requirements, and Exceptional Applicant sections as listed above. Upload additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions by the deadline for application may result in your application not being accepted for this position and may affect your inclusion as a qualified candidate in any of step of the selection process and placement on the eligible list.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801. For more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

Colorado Department of Transportation

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Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- Legal-ese/Disclaimer – It is important that all candidates understand their rights and the process.

Section K

SECTION K

ADA Accommodations: Any person with a disability as defined by the Americans with Disabilities Act (ADA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To receive the accommodation, the person making the request must present medical documentation that describes the disability which justifies the accommodation. Because it requires several days for CDOT to evaluate the request and prepare for the accommodation, it is essential for the person who believes he/she may need an accommodation to locate or obtain the documentation that he/she intends to submit well in advance of the assessment date. Failure to provide the medical documentation several days in advance of a comparative analysis could make it impossible for CDOT to prepare for and provide the requested accommodation.

To request a reasonable test accommodation for this assessment, please contact the Center for Human Resource Management at (303)757-9216 or the ADA Representative, Rose Estrada, at (303) 757-9211 or at Rose.Estrada@state.co.us, 4201 E. Arkansas Ave., Denver, CO 80222 several days before the assessment date.

YOU MUST BE A RESIDENT OF COLORADO TO APPLY. THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

AFS (SAP #50001074/PCR #6213)

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:
4201 E. Arkansas Ave., Human Resources, Denver, CO 80222; Fax 303-757-9081; Email: DOT_CDOT_Recruiting@state.co.us All application materials must be received by the closing date/time of this announcement. Please be sure to include the name and location of the position you are applying for on all application materials.

DEPARTMENT CONTACT INFORMATION:
Amanda.Parkhurst-Strout@state.co.us or 303-757-9685

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

Colorado Department of Transportation

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Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- More Legal-ese and Contact Information – This is where candidates can find out who to contact with questions.

Section L

SECTION L

Heavy Equipment Mechanic: Pueblo Supplemental Questionnaire

- 1. Have you had any disciplinary actions in your work experience during the last 3 years? If so, please provide details of the action in the space below. If you have not had any disciplinary actions over the last 3 years, please state "none."

- 2. Please confirm that you have either attached to your on-line application, faxed, emailed, uploaded, OR hand delivered to CDOT a copy of your current (dated within 30 days of the announcement's open date) Colorado Motor Vehicle Record (MVR) issued by the State of Colorado Division of Motor Vehicles as requested in the "Supplemental Information" section of the announcement.
Yes No

Training Notes:

Notes:

TAB 05– Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- This is the General Supplemental Questions of the position.

Section M

SECTION M

- 3. **HEAVY EQUIPMENT MECHANIC EXPERIENCE** You must respond to all of the questions listed below, and your responses will be used to evaluate your application and your work experience. If you do not have experience in a particular area, write "N/A" in that section. Please include as much relevant detail as possible in each description of your experience. Read each question carefully and provide all the requested information. **DIESEL ENGINES:** Describe the work you have performed on diesel engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- 4. **GASOLINE ENGINES:** Describe the work you have performed on gasoline engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- 5. **TRANSMISSIONS:** Describe the type of transmission work you have performed; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- 6. **BRAKE SYSTEMS:** Describe the type of work you have performed on brake systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

Training Notes:

Notes:

TAB 05 – Heavy Equipment Operator Mechanic Announcement

The following are the details about this sections of an announcement and what they mean to you as an applicant.

- **More Specific Supplemental Questions –** Used as part of the assessment and to provide additional opportunity to demonstrate the applicant meets minimum qualifications.

What is Comparative Analysis



Comparative Analysis is the process where the candidate is compared to the requirements of the position:

- An application/resume review
- Oral board/structured interview
- Written narrative



Colorado Department of Transportation

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Training Notes:

Notes:

Comparative Analysis – comes from personnel rule – in essence we compare the candidates to the position requirements – not to each other. What HR does varies, depending upon the position being filled, what needs to be assessed, how many candidates we have, etc.

The Application/Resume Review:

- This is based on criteria typically taken from the announcement.
- This type of assessment only considers information HR received by the close date of the announcement. So put in those details!

Written Narrative/Exercise :

- This is when HR sends out an exercise to the candidates completed at home.
- This may be either turned for evaluation by SMEs, or presented to SMEs.
- Some examples of this: candidates writing up a work plan/executive summary, prepare a presentation on a specific topic and then giving this to SMEs.

Oral Board/Structure Interviews:

- This is when candidates are scheduled to answer questions in front of a panel of 3-5 subject matter experts (SMEs).
- It is considered structured since all the candidates are asked the same questions and the panel members have criteria they use to evaluate the responses.
- CDOT typically gives candidates time in advance to review the questions and take notes before going in front of the SMEs. But don't count on this prep time happening!
- Behavioral vs. What If questions. A behavioral question is designed to get at an applicant's actual experience doing something – not just theoretical knowledge. We also ask questions with many questions inside to get applicants to elaborate and give detail. Just like you need to give detail on an application, the same is true during an oral board/final interview.

NeoGov emails (Application to Referral)



The following are emails you may receive by step in the process:

- Automatic NeoGov email Application Submitted
- Application Received
- Met Minimum Qualifications
- Did Not Minimum Qualifications
- Structured Application Review FYI
- Oral Board Assessment FYI
- Oral Board Scheduling (Version A)
- Oral Board Scheduling (Version B)
- Did not Pass Assessment
- Referral Email
- Eligible List Email (Not Referred)
- Not Selected
- Duplicate Application

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Training Notes:

Notes

❖ TAB 06 – Sample NeoGov Emails

- The slides list sample emails you may get from NeoGov. They are in the order in which you would receive them so you know how far in the process you have progressed.
- Samples of all of the letters can be found in the reference section of the participant guide
- The letters may be notification you have been selected for further consideration or that you are no longer being considered for the position.

Exercise One - Application Review



Scenario:

- Take 5 to 7 minutes and review the two Heavy Equipment Mechanic applications
 - What did you notice?
 - Which candidate would you hire
 - Why would you hire them
- Please take notes so we can discuss this after the exercise

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Training Notes:

Notes:

- ❖ **TAB 07** – HEM Application Michael Mechanic
- ❖ **TAB 08** – HEM Application Peter Cummins

1. On your own, read through each of the two applications we've handed out – one is for Michael A. Mechanic and the other is for Peter Cummins.
2. As you read the two applications, refer to the Heavy Equipment Mechanic announcement that we looked at earlier for the minimum qualifications, exceptional applicant, etc..
3. Think about which applicant you would hire and why. Please keep in mind – both of them meet the minimum qualifications.
4. Feel free to write, circle, highlight anything you notice on the applications. (10 minutes)
5. After you've done this on your own, we will then discuss the applications as a group

Check Your Knowledge

What is Comparative Analysis?

- The process where the candidate is compared to the requirements of the position

Where can you search for State jobs?

- The State of Colorado Jobs website



Training Notes:

Notes:

Question 1

What is Comparative Analysis?

Answer

- The process where the candidate is compared to the requirements of the position.

Question 2

Where can you search for State jobs?

Answer

- The State of Colorado Job Seeker website

Section 3 - Elements of a Detailed Application

Job Application skills and Interviewing Tips

Course Agenda

- Learning Logistics
- Section 1 – Exceptional Applicant
- Section 2 – State Application Process
- **Section 3 – Elements of a Detailed Application**
- Section 4 – Applying Good Interview Skills
- Conclusion

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Training Notes:

Notes:

This course is designed to help CDOT employees understand the State application process and what they need to do in order to provide the best application material possible.

Learning Logistics – This section takes about 10 minutes to complete and introduces the content of the course, provides introductions and what the learning expectations are of both the participants and the instructors.

Section 1: Exceptional Applicant – This section introduces what makes for an exceptional applicant.

Section 2: State Application Process – This section provides a description of the State Application process, how to search for jobs, identifying the sections of the Announcement and the comparative analysis process.

Section 3: Elements of a Detailed Application – This section describes the process of applying for a position with the State.

Section 4: Applying Good Interviewing Skills – This section describes what you need to do when you have an interview to give the best possible interview.

Conclusion – This section takes about 10 minutes to complete and summarizes the course. It also provides details about where you can get additional help if you need it.

Terms and Concepts



| Term | Definition |
|-----------------------|--|
| Complete Application | All of the required documents, that are completed in detail, as listed in the job announcement. |
| Exceptional Applicant | The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position. |
| Job Qualifications | Includes the minimum qualifications for a vacancy's class; any special qualifications, including but not limited to any required education or experience and any licensure or certification requirements; and/or any pre- or post-employment screening requirements. |

Training Notes:

Notes:

❖ **TAB 1** – Terms and Concepts

- The following terms are critical to your understanding of this section of the course.
- Additional terms are located in the Terms and Concepts document located in the reference materials section of your guide.
- If you do not understand a term, please ask for additional clarification.
- The Terms and Concepts document contains more terms than are listed in the course and should be reviewed to help with your learning

Terms and Concepts



| Term | Definition |
|------------------------|--|
| Minimum Qualifications | The screening criteria, which can include education, experience, licensure, and certification, used to identify which candidates possess the minimum skills necessary to perform the job duties. |
| Qualified Applicant | An individual who submits a timely and sufficient application in response to an announcement and meets the job qualifications for the vacancy. |
| Special Qualifications | Unique job requirements, in addition to the minimum requirements, necessary for a specific position. |

Training Notes:

Notes:

❖ **TAB 1** – Terms and Concepts

- The following terms are critical to your understanding of this section of the course.
- Additional terms are located in the Terms and Concepts document located in the reference materials section of your guide.
- If you do not understand a term, please ask for additional clarification.
- The Terms and Concepts document contains more terms than are listed in the course and should be reviewed to help with your learning

Section 3 Learning Objectives

At the end of this section, you should be able to:

- Describe what belongs in a complete application
- Understand what not to do in an application (Minimal Job Duty Description)
- Describe your own job duties in detail (Detailed Job Duty Description)

Training Notes:

Notes:

- Each of the learning objectives corresponds to a slide, or a series of slides, in this section of the course.
- By the end of this section, you should be able to perform each of the listed objectives with the support of the training materials.
- The section objectives are also tied directly to the course objectives reviewed at the beginning of the course.

Group Discussion – What Belongs on a Complete Application

The following belong on a Complete Application

- Details, details, details!
- If you don't list your experience or other qualifications, then we do not know about it
- Show how you meet the position's minimum qualifications AND exceptional candidate
- Difference between an application and a resume
- Application deadlines vary – take note!
- Supplemental Questions – what are these for?
- Submit all items requested in the job announcement

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Training Notes:

Notes

TAB 09 – Complete Application Tips

The following are some guidelines to ensure you have a detailed application:

- Go back in your work history as far as possible to show the experience required.
- Don't ramble on – or write a book – but do include detail!
- Be sure to describe how you meet the announcement's qualifications. Make sure this can be easily found within your application.
- If you've done any of the listed job duties, include that. Use the same language when describing your experience
- Don't be shy – claim the experience you have!
- List the specific computer programs. i.e. not: create spreadsheets, instead use: create spreadsheets in MS Excel to track monthly expenditures.
- We encourage you to apply online and you can do so from any computer with internet access.
- If you don't apply on-line, some pieces of the announcement such as supplemental questions, may be inadvertently missed.
- We will not accept only a resume for any announcement.
- Pay attention to the Complete Application Checklist portion of the announcement.
- Don't eliminate yourself from consideration because you didn't submit the required cover letter, certification, etc.
- Be sure to check your attachments. Remove your old attachments and add your new ones.
- You can copy a prior application that you submitted for a new announcement, just be sure to update it for the new position.

Continued on the next page

Group Discussion – What Belongs on a Complete Application

The following belong on a Complete Application

- Details, details, details!
- If you don't list your experience or other qualifications, then we do not know about it
- Show how you meet the position's minimum qualifications AND exceptional candidate
- Difference between an application and a resume
- Application deadlines vary – take note!
- Supplemental Questions – what are these for?
- Submit all items requested in the job announcement

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Continued from previous page

- If you don't have a prior application and the announcement isn't posted yet, you can always start drafting your work history in an MS Word document, and then cut/paste later.
- If you've worked at a company for many years – don't lump it all into one job duty. List the different jobs out and describe your experience, show the progression of job duties and responsibilities.
- And the dates! Guesstimate as well as can be, or call HR and ask. A candidate has not worked for CDOT for all 20 years as a TM II.
- HR cannot accept any additional information about your work experience or skills after the announcement closes. So, make sure it's a complete package the first time!
- Application deadlines can vary – so be sure to check this
- Ask: Is there a difference between an application and a resume? How do you think you can use each of them?
 - A resume is typically 1-2 pages and is more succinct. It is great at giving the highlights of your work experience.
 - An application provides a lot more room to describe your work experience. So use the room!

Training Notes:

Mechanic Job Duties

Mechanic Job Duties

| Minimal Job Duty Description | What do you need to do your job? | Detailed Job Duty Description |
|--|--|---|
| Diagnose, repair, replace, overhauling heavy equipment. Fabricate parts. | <p>Software/Computer: SAP</p> <p>Work orders, diagnostic programs, internet searches</p> <p>Tools: Hand tools, engine hoists/jacks, air tools, lathe, mill machine, mig/tig welders, propylene torch</p> <p>Equipment: Single/double axle dump trucks, tractor-trailers, loaders, motor graders, mowers; Cummins, Ford, and Detroit Diesel engines.</p> <p>Systems: Brake, fuel, hydraulic, transmission, electrical, gas/diesel engines</p> <p>Rules/Regulations: Federal Motor Carrier Safety Regulations, CDOT Procedures, Environmental regulations</p> <p>Customers: Maintenance employees and supervisors</p> <p>Misc: Manuals, Automotive Service Excellence (ASE) & heating, ventilation and air conditioning certifications (HVAC)</p> | <ul style="list-style-type: none"> • Diagnose, repair, rebuild and overhaul systems and parts, such as gas and diesel engines, transmissions, brakes, electrical, fuel and hydraulic systems, utilizing manuals, computer diagnostic programs, manufacturer websites, as well as Federal Motor Carrier Safety Regulations, CDOT Procedures, and equipment specifications. • Use hand tools, engine hoists/jacks, and air tools to work on vehicles and equipment such as: single and double axle dump trucks, tractor-trailers, loaders, motor graders, and mowers. Extensive experience on Ford and Detroit Diesel engines, some familiarity with Cummins engines. Use mig/tig welders and propylene torches, lathes, and mill machines to fabricate parts. • Process approximately 3-10 pieces of equipment each week, depending upon needed repairs. • Estimate the extent of repairs and associated costs and labor; order parts and supplies per CDOT Procurement procedures; update SAP work orders to accurately reflect all materials, time and equipment needed to complete the repair. • Explain clearly and in layman's terms to customers what is wrong with the equipment, what is needed to fix it, and how long it will take; provide constructive and tactful feedback to equipment operators on the proper usage of equipment to prevent future failures. • Help other mechanics troubleshoot equipment malfunctions; share expertise on Ford and Detroit engines. • Prioritize own work to achieve shop's goals; work efficiently to minimize turn-around time and return the equipment back to the road. • Responsible for troubleshooting and determining the "real" reason the equipment is not functioning, as well as identifying any other potential equipment problems. • Maintain current ASE certifications for medium/heavy trucks in Diesel Engines, Drive Trains, Brakes, Suspension and Steering, Electrical/Electronic System, HVAC. • Responsible for maintaining cleanliness and safety of own work space each day; return all tools to proper locations; properly dispose of all fluids, broken equipment, and hazardous materials. • While working, always keep the safety of myself, the equipment operators, and the traveling public in mind. |

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Training Notes:

Notes

Tab 10 – Mechanic Job Duties

- **Minimal Job Duty Description** – In this column, is a bare bones description of the job duties.
- **What do you need to do your job?** – In this column, think about what underlies that job duty. When you describe it, be sure to think about what software, tools, specific equipment/systems, rules/regulations are needed to perform that duty. This can be a list to get you started.
- **Detailed Job Duty Description** – This column combines the other two columns together for a more complete and detailed job duty description.

Now let's compare the this to the Account Tech Job Duties.

Account Tech Job Duties

Account Tech Job Duties

| Minimal Job Duty Description | What do you need to do your job? | Detailed Job Duty Description |
|---|---|---|
| Process invoices and employee expense reports for payment; reconcile accounts; forecast expenses; train new employees on correct accounting procedures. | <p>Software: SAP, MS Word and Excel</p> <p>Tools: 10 key</p> <p>Equipment: N/A</p> <p>Systems: Accounts Payable (A/P), Accounts Receivable (A/R), grants, consultant payments, local agency payments, reconciliations, budget tracking, reporting, general ledger, auditing</p> <p>Rules/Regulations: Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), State Fiscal Rules, State Financial reporting, State Auditor requirements, contract provisions, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements, business law</p> <p>Customers: CDOT employees, vendors, consultants</p> <p>Miss: N/A</p> | <ul style="list-style-type: none"> Responsible for the monthly data entry and processing of approximately 200 utility bills, 30-40 consultant and 30 local entity A/P Invoices, and employee expense reports in SAP; verify all invoices for correctness, completeness, compliance with contract provisions, FHWA, FTA, State Fiscal and Procurement rules, as well as within available budget. When errors are identified, determine best course to resolve the problem. Ensure all invoices are processed and paid within payment terms. Review all work to ensure accuracy, attention to detail, and adherence to all processes. Stay up-to-date on all SAP and invoice processing timeframes and deadlines; manage individual tasks and organize priorities to meet these requirements. Provide Procurement credit card administration, which includes maintaining account information, ensuring compliance of policy and procedures, reconciling accounts, reallocating funds and monitoring the online banking information. Reconcile accounts monthly using MS Excel and audit them for completed paperwork and correct controls. Research and respond to requests for information from HQ Accounting; fix any errors that are identified. Utilize knowledge of GAAP and GASB when performing all accounting job duties. Provide on-going, excellent customer service by phone, email, and walk-in to CDOT employees, vendors, and consultants. Be respectful and listen to each person's concerns and respond within 24 hours. Research missing invoices or payments. Train new employees and vendors on how to correctly complete their purchasing/accounting requests. Special Task: Served on HQ committee to review and rewrite A/P and A/R SAP procedures. Deliverables included: talked with various CDOT employees across the regions to identify issues; identified redundancies and assisted with writing sections of new procedures manual. Other job duties as assigned. |

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Training Notes:

Notes

TAB 11 – Account Tech Job Duties

- Minimal Job Duty Description** – In this column, is a bare bones description of the job duties.
- What do you need to do your job?** – In this column, think about what underlies that job duty. When you describe it, be sure to think about what software, tools, specific equipment/systems, rules/regulations are needed to perform that duty. This can be a list to get you started.
- Detailed Job Duty Description** – This column combines the other two columns together for a more complete and detailed job duty description.

Exercise Two

List your Most Important Job Duties



Activity:

- Individually complete the Job Duty Worksheet found on TAB 12 of your Workbook.
 - List your most important job duty
 - List what tools, software, rules, etc. that you need to do this job duty
 - Spend 10 minutes writing down how you would describe your work experience in **detail!**

E

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Training Notes:

Notes:

TAB 10 – Mechanic Job Duties

TAB 11 – Account Tech Job Duties

TAB 12 – Job Duty Worksheet

- **Minimal Job Duty Description** – In this column, write down your most important job duty.
- **What do you need to do your job?** – In this column, write out what tools, software, rules/regulations you need to accomplish this job duty.
- **Detailed Job Duty Description** – This column, combine both of the other columns into a detailed description. (20-25 minutes)

Check Your Knowledge

What details should you include on your Job Duty Statement?

- Software, tools, Equipment, Systems, Rules/Regulations, Customers, Miscellaneous

How does this help you to improve your application materials?

- It provides the details needed for HR, SME and Hiring Manager to evaluate how your skills match the description of the position



Training Notes:

Notes:

Question 1

What are the three sections of the Job Duties description?

Answer

- Software, tools, Equipment, Systems, Rules/Regulations, Customers, Miscellaneous

Question 2

How does this help you to help you improve your resume?

Answer

- It provides the details needed for HR, SME and Hiring Manager to evaluate how your skills match the description of the position

Section 4 – Applying Good Interviewing Skills

Job Application Skills and Interviewing Tips

Course Agenda



- Learning Logistics
- Section 1 – Course Introduction
- Section 2 – State Application Process
- Section 3 – Elements of a Detailed Application
- **Section 4 – Applying Good Interview Skills**
- Conclusion

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Training Notes:

Notes:

This course is designed to help CDOT employees understand the State application process and what they need to do in order to provide the best application material possible.

Learning Logistics – This section takes about 10 minutes to complete and introduces the content of the course, provides introductions and what the learning expectations are of both the participants and the instructors.

Section 1: Exceptional Applicant – This section introduces what makes for an exceptional applicant.

Section 2: State Application Process – This section provides a description of the State Application process, how to search for jobs, identifying the sections of the Announcement and the comparative analysis process.

Section 3: Elements of a Detailed Application – This section describes the process of applying for a position with the State.

Section 4: Applying Good Interviewing Skills – This section describes what you need to do when you have an interview to give the best possible interview.

Conclusion – This section takes about 10 minutes to complete and summarizes the course. It also provides details about where you can get additional help if you need it.

Section 4 Learning Objectives

At the end of this section, you should be able to:

- Describe what you should or should not do during an interview
- Identify what makes a strong or weak candidate

Training Notes:

Notes:

- Each of the learning objectives corresponds to a slide, or a series of slides, in this section of the course.
- By the end of this section, you should be able to perform each of the listed objectives with the support of the training materials.
- The section objectives are also tied directly to the course objectives reviewed at the beginning of the course.

Terms and Concepts



| Term | Definition |
|--------------------------|--|
| Exceptional Applicant | The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position. |
| Final Interview | All applicants who have been placed on the referral list must be given final consideration, which can be done either in person or on the phone. |
| Post Referral Assessment | All of the evaluation steps that occur after a candidate is referred for final consideration: final interview, reference checks, and other hiring manager requests (e.g., writing samples, presentation) |

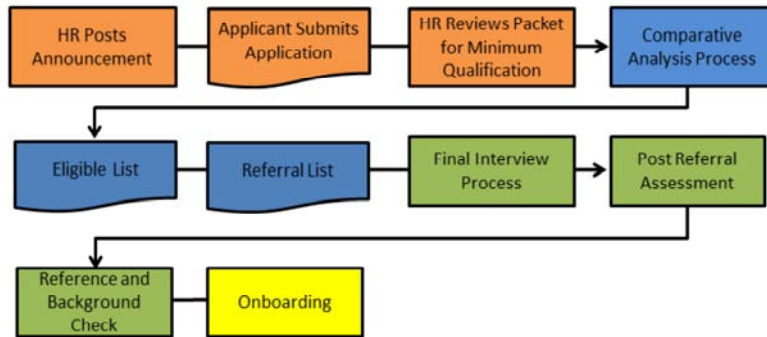
Training Notes:

Notes:

❖ **TAB 1** – Terms and Concepts

- The following terms are critical to your understanding of this section of the course.
- Additional terms are located in the Terms and Concepts document located in the reference materials section of your guide.
- If you do not understand a term, please ask for additional clarification.
- The Terms and Concepts document contains more terms than are listed in the course and should be reviewed to help with your learning

State Application Process



Colorado Department of Transportation

Slide 59

Training Notes:

Notes

❖ TAB 02 - State Application Steps and Tips

Announcement Phase (Highlighted in orange)

- Before HR posts the announcement, we discuss the position, the job duties, the minimum qualifications, and exceptional applicant qualities with the hiring manager – and then use all of this to create the announcement and this is what will be evaluated during the process.

Comparative Analysis (Highlighted in blue)

- The comparative analysis process is required by the Colorado State Constitution, and the purpose is to evaluate the candidates and identify the top group moving forward to a final interview. We will discuss more about the comparative analysis process later.
- An eligible list will include everyone who passes the comparative analysis step or steps
- The referral list contains the top 6 applicants, or fewer

Final Interview (Highlighted in green)

- The hiring manager can select any of the top 6 applicants. After all, only 1 person can be hired for a position.

Onboarding (Highlighted in yellow)

- The hiring manager provides onboarding to the new employee.

You are able to most directly impact and control what happens in the Comparative Analysis stage by submitting the best possible resume and in the Final Interview by being prepared.

Exercise Three – Interview Do's and Don'ts



Activity: As a group brainstorm together about:

- Dress, attitude, etc.
- What have you seen? Heard of?
- Tie, neat shirt, slacks, nice shoes, neat/groomed appearance
- Work clothing, hats, sunglasses, excessive jewelry, low cut clothing, strong perfume

E

Colorado Department of Transportation

Slide 60

Training Notes:

Notes

TAB 13 – Interview Tips

Tell us about things you:

- Seen
- Experiences you have had
- Have heard of (no names please)

What to do if you are Stuck or Nervous

If you don't know what to say:

- Don't panic
- Redirect to a broader skill
- Ask for clarification



If you are nervous:

- Take a deep breath
- Sit or stand up straight
- Smile

Colorado Department of Transportation

Slide 61

Notes:

If you are in an interview and are not sure about what you need to say or do next remember the following:

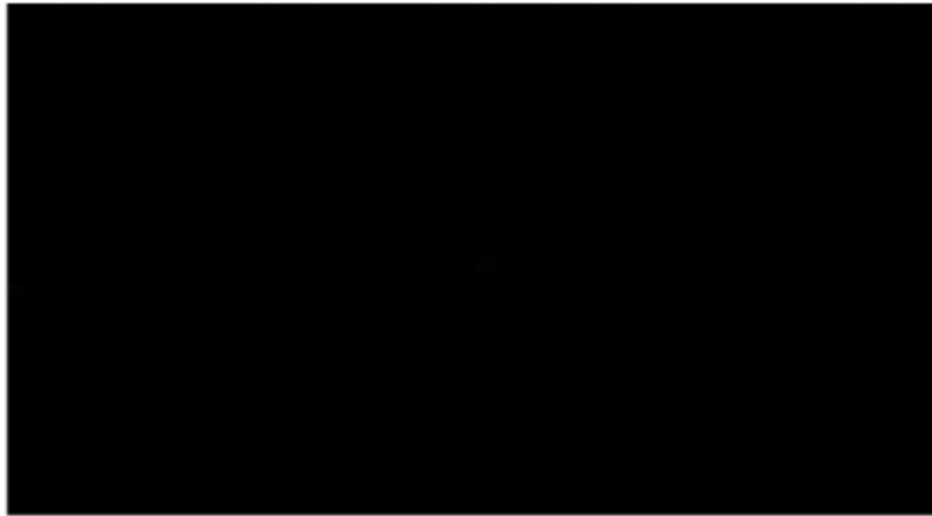
- **Don't Panic** – Start by taking a deep breath in the time you take to do this you will most likely know what to do next. You do not have to have a perfect interview to get a job you just need to describe your experience well and answer the question. By taking your time you can gather your thoughts and make sure you do not say anything that indicates you do not know what to say.
- **Redirect to a broader skill** – If you are asked about a very specific skill you do not have think about similar skills you may have that are not as specific to the skill they are asking. For example, if you were asked if you had skill in working with a specific tool, you could share with the interview panel the skills that you have with similar tools and your ability to learn new tools quickly.
- **Ask for clarification** – When you are not certain of what an interview panel is asking it is best to ask them for clarification of the question. Hearing the question again and in a different way gives you time to think about an answer and in many cases helps you to jog your memory about the specific or similar skills you can use to answer the question.

If you are nervous remember the following:

- **Take a deep breath** – Taking a deep breath has been proven to help you relax because when you are nervous your breathing is shallow.
- **Sit or stand up straight** – Your body and your mind are connected by sitting up straight you are indicating you are ready to go and that is what you want in an interview.
- **Smile** - By smiling you not only change your own mood, by the mood of the people around you.

Training Notes:

Strong versus Weak Candidate



Colorado Department of Transportation

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Training Notes:

Notes:

The following video shows the interview process for two different candidates interviewing for a position. This video is a little silly, but it has many important points. When you are watching the video look for the following:

What is working well for the candidates?

What is not working well for the candidates?

Have you ever seen something similar in real life?

What would you differently from the candidate?

How would you apply this to yourself and the positions you might interview for in the future?

If you are not in a class, and are viewing the video it can be found at:

- <https://www.youtube.com/watch?v=0qYkp8bYDfk> .

Exercise Four



Activity: As a group let's discuss the following:

- What is working well for the candidates?
- What is not working well for the candidates?
- Have seen something similar in real life?
- What would you do differently?
- How would you apply this to yourself and the positions you might interview for in the future?

E

Colorado Department of Transportation

Slide 63

Training Notes:

Notes:

As a group review the five questions listed in the slide above. These are the same questions you answered as you watched the video.

Check Your Knowledge

What are three different actions you can take if you are nervous?

- Take a deep breath
- Sit or stand straight
- Smile



Training Notes:

Notes:

Question 1

What are three different actions you can take if you are nervous?

Answer

- Take a deep breath
- Sit or stand straight
- Smile

Conclusion

Job Application Skills and Interviewing Tips

Course Agenda



- Learning Logistics
- Section 1 – Exceptional Applicant
- Section 2 – State Application Process
- Section 3 – Elements of a Detailed Application
- Section 4 – Applying Good Interview Skills
- **Conclusion**

Colorado Department of Transportation

Slide 66

Training Notes:

Notes:

This course is designed to help CDOT employees understand the State application process and what they need to do in order to provide the best application material possible.

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Conclusion – This section takes about 10 minutes to complete and summarizes the course. It also provides details about where you can get additional help if you need it.

Conclusion

You should now be able to:

- Describe the State Application Process
- Recognize the Elements of a detailed application
- Apply good interviewing skills

Training Notes:

Notes:

- The slide above contains what you should now be able to do. If you have questions about the content after the course, refer to the next slides for the names and contact information of the people who can help.
- If you have question now, please ask. You will have another chance at the end of the course, after we discuss where you are able to get help and the resources available to you.

Where Can I Get Help – People?

For additional assistance contact:

- Tawnya DeHerrera
 - Email: Tawnya.De-Herrera@state.co.us
 - Phone: 7-9225
- Amanda Parkhurst-Strout
 - Email: Amanda.Parkhurst-Strout@state.co.us
 - Phone: 7-9685



Training Notes:

Notes:

Contact the resources above, if you need help with:

- The location of the training materials
- Questions related to the content of the course
- Help with the content discussed in the training course
- General questions about the recruitment processes

Other CDOT Help Resources

The additional help resources are available:

- CDOT Job Opportunities Page
 - <http://intranet/employees/job-opportunities>
- For State Job Opportunities go to:
 - <https://www.colorado.gov/dhr/jobs>
- Members of Workforce Staffing
 - Refer to the notes section below

Training Notes:

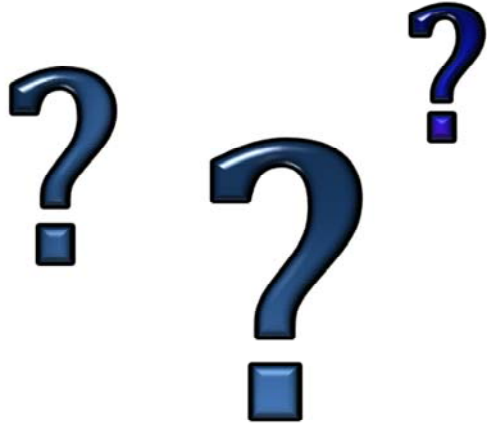
Notes:

The following are the members of the Workforce Staffing team who are available to answer any questions you may have about a recruitment.

The name and the members of the team are:

- Tawnya DeHerrera 7-9225 (Region 1)
- Melanie Vigil 7-9150 (Region 2 and HQ)
- Lynn Livingston 7-9110 (Region 3 & 5)
- Erin Hardin 7-9797 (Region 4, Audit, DAF & DTD)
- Amanda Parkhurst-Strout 7-9685
- Emily Harp – 7-9738 Recruitment)

Questions?



Colorado Department of Transportation

Slide 70

Training Notes:

Notes:

Now let's review the parking lot questions. If there are any questions that have not been answered I will have an answer to you within the next week. If you have any questions about training after the course please contact me or just drop by and ask.

Resource Materials



Job Application Skills and Interviewing Tips

Section Title**Page / Tab**

Resource Materials

Terms and Concepts**Tab 1****State Application Steps and Tips****Tab 2****Exceptional Applicant Qualities****Tab 3****What is an Exceptional Applicant Worksheet****Tab 4****Heavy Equipment Operator Mechanic Announcement****Tab 5****Sample NeoGov Emails****Tab 6****HEM Application Michael Mechanic****Tab 7****HEM Application Peter Cummins****Tab 8****Complete Application Tips****Tab 9****Mechanic Job Duties****Tab 10****Accountant Tech Job Duties****Tab 11****Job Duties Worksheet****Tab 12****Interview Tips****Tab 13**



Tab 1 – Terms and Concepts



Terms and Concepts

| Term | Definition |
|--|--|
| Announcement | The published notice for a position or class that will be filled on the basis of merit and fitness. |
| Applicant | An individual who applies for employment in the state personnel system. |
| Comparative Analysis | A process that utilizes professionally accepted standards that compares specific job-related knowledge, skills, abilities, behaviors and other competencies. |
| Complete Application | All of the required documents, that are completed in detail, as listed in the job announcement. |
| Department Promotional Announcement | A job announcement that is open to only CDOT eligible applicants. |
| Eligible List | A list of persons who have successfully passed through a comparative analysis and may be considered for appointment. Referrals are drawn from this list. |
| Exceptional Applicant | The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position. |
| Filter Announcements (How to Search State Jobs) | The ability to filter job announcements on the www.colorado.gov/jobs website by location, department, job category, and estimated annual salary. |
| Final Interview | All applicants who have been placed on the referral list must be given final consideration, which can be done either in person or on the phone. |
| First-Level Supervisor | The position immediately responsible for assigning the duties and responsibilities for each position in their unit. Discuss job assignments and expectations with employee. Create performance plan and quarterly evaluate work products and behaviors. Schedules and assigns work, review work product, coaching/mentoring, approving leave requests. |
| Hiring Manager | The person who is responsible for working with HR to fill the position. |

| | |
|--------------------------------------|--|
| Individual Contributors | No formal supervisory authority. Position is responsible for completing assigned job duties. |
| Job Qualifications | Includes the minimum qualifications for a vacancy's class; any special qualifications, including but not limited to any required education or experience and any licensure or certification requirements; and/or any pre- or post-employment screening requirements. |
| Job Interest Card | Ability to select as many job categories for which a candidate would like to receive email notifications each time a position opens with the State of Colorado for 12 months. |
| Lead Workers | Partially accountable for the work product of at least two subordinate full-time employees, including timeliness, correctness, and soundness. Assigning tasks, monitoring progress and workflow, checking work product, scheduling work, and establishing work standards. Provides input to performance plans and evaluations. |
| Manager | Accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors. |
| Minimum Qualifications | The screening criteria, which can include education, experience, licensure, and certification, used to identify which candidates possess the minimum skills necessary to perform the job duties. |
| Open Competitive Announcement | A job announcement that is open to any eligible applicants. |
| Promotional List | A list containing the names of individuals who have successfully completed any applicable comparative analysis process resulting from a job announcement restricted to current state employees or former state employees separated from employment due to layoff. |
| Post-Referral Assessment | All of the evaluation steps that occur after a candidate is referred for final consideration: final interview, reference checks, and other hiring manager requests (e.g., writing samples, presentation) |
| Qualified Applicant | An individual who submits a timely and sufficient application in response to an announcement and meets the job qualifications for the vacancy. |

| | |
|----------------------------------|--|
| Qualified Applicant Pool | All individuals who are eligible to be included in any applicable comparative analysis process because each of them satisfies the definition of qualified applicant for the respective position or class. |
| Referral List | A list of the top six individuals drawn from the eligible list who are to be considered by the appointing authority. |
| Special Qualifications | Unique job requirements, in addition to the minimum requirements, necessary for a specific position. |
| State Application Process | All the steps required by the Colorado State Constitution, State Personnel Rules, and CDOT Processes for the selection of a preferred candidate. |
| Subject Matter Expert | Employees with the necessary experience and/or authority in an area related to the job announcement, able to identify and compare technical and non-technical job related knowledge, skills, or abilities that are needed to perform the job duties. Often used to identify a top group of applicants in the comparative analysis process. |
| Work Lead | The employee partially account for the work product of assigned employees. |



Tab 2 – State Application Steps and Tips

State Application Steps and Tips

1. HR Posts an Announcement

- HR discusses the position, job duties, minimum qualifications, and exceptional applicant qualities with the hiring manager. This information is used to create the announcement and determine the comparative analysis process.
- A good announcement will give you the answers as to what qualities the hiring manager is looking for and what you need to be successful in the position.

2. Applications Submits all Application Materials

- Read the full announcement! Be sure you submit all of the requested documents.
- You have one shot at submitting your application – make sure you do your best!
- Details! Details! Details!
- Supplemental questions – answer them fully.

3. HR Reviews Application for Minimum Qualifications

- Per state personnel rules, applicants must meet the minimum qualifications at the time of application in order to move forward in the process.
- We allow relevant experience to substitute for a degree.

4. Comparative Analysis Process

- Required by Colorado State Constitution – purpose is to evaluate the candidates and identify the top group moving forward.
- All of this will vary – depends upon the agency, number of candidates, position being filled, what we need to assess, etc.

5. Eligible List

- This list includes all the candidates who pass all steps in the comparative analysis process.

6. Referral List

- This list will be the top 6 candidates, or fewer
- Hiring manager can select any of these candidates
- If you are referred, you will receive an email from HR telling you who to contact to set up a final interview. You have seven days to contact this person, or else you will be removed from the list.

7. Final Interview

- The final interview can be conducted in person or by phone.
- Either the hiring manager or HR will be in touch to let you know if you were selected or not.

8. Any Post Referral Assessment

- This could be a second interview, a presentation, meeting other team members/stake holders, etc. Doesn't often happen.


9. Reference and Background Checks

- The hiring manager will conduct the reference checks.

- If you are the top candidate, you will be contacted by HR to do a background check. This is happening on new and current CDOT employees.

10. Depending on the Position Controlled Substance Test, DOT Physical, Etc.

- The announcement will state if one of these are needed. You'll be contacted on how to do one if necessary.



Tab 3 – Exceptional Application Steps and Tips





Exceptional Applicant Qualities

Technical Skills

- Direct hands-on knowledge/experience with the job's duties
- Certifications – ASE, materials testing, welding
- Specific licensing (e.g. PLS, PE)
- Educational requirements
- Knowledge/experience of specific rules/regulations – e.g., Uniform Act, Civil Rights Act,
- Knowledge/experience of specific procedures/manuals – e.g. MUTCD, CDOT Standards and Spec, STIP/TIP,
- Computer skills – knowledge of specific systems/software - e.g. SAP, MS Office, MicroStation
- Documentation/reporting skills

Conceptual Skills

- Creativity skills
- Strategic/visionary skills
- Reliability skills
- Multi-tasking skills
- Organizational skills
- Prioritization skills
- Analytical skills
- Troubleshooting skills
- Accuracy skills
- Planning/scheduling skills
- Resource management – e.g. personnel, equipment, financial
- Attention to detail
- Project/program management skills



Tab 4 – What is an Exceptional Applicant Worksheet

What is an Exceptional Applicant Worksheet

Instructions:

Use the space below to capture what makes an exceptional applicant.

1. What is an Exceptional Applicant?
2. What do they do? (How would you know one when you see one)
3. How/why do you think it is important to the selection process?
4. What are some examples of an Exceptional Candidate?



Tab 5 – HEM
Announcement



SECTION A

STATE OF COLORADO
invites applications for the position of:

Heavy Equipment Mechanic

This position is open only to Colorado state residents.

CLASS TITLE: EQUIPMENT MECHANIC III

LOCATION: XXXX, Colorado

PRIMARY PHYSICAL WORK ADDRESS: XXXX

SALARY: \$XXXX - \$XXXX Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: XX/XX/XX

CLOSING DATE: XX/XX/XX

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Transportation

This position is only open to Colorado state residents.

SECTION B

About CDOT

The Colorado Department of Transportation is a billion dollar multi-modal engineering, planning, and roadway maintenance business dedicated to a mission to provide the best multi-modal transportation system for Colorado that most effectively and safely moves people, goods, and information. CDOT, with more than 3,300 employees assigned throughout the state, is responsible for a 9,146 mile highway system including 3,447 bridges. Each year this system handles over 27 billion vehicle miles of travel. Although the Interstate system accounts for only about 10% (914 miles) of the total

mileage on the state system, 40% of all travel takes place on our Interstate highways. In addition, CDOT's Aeronautics Division supports Colorado's general aviation community through distribution of entitlement funds, an aviation grant program, and long-range system planning in partnership with Colorado's general aviation airports. CDOT's Division of Transit and Rail is responsible for the planning, development, finance, operation, and integration of transit and rail services into Colorado's overall transportation system.

CDOT's core values of safety, people, integrity, customer service, excellence and respect make CDOT a great place to work, making Colorado a great place to live.

CDOT offers a variety of benefits for employees including:

- Annual leave (accrued based on years of service, starting at 8 hours a month)
- Sick leave accrued at 6.66 hours a month
- 10 paid holidays per year
- Medical and dental plans
- State paid life insurance policy of \$50,000
- Choice of 2 retirement plans
- 401K and 457 plans
- State paid Short Term Disability coverage
- Credit Union Membership
- Work life programs
- Tuition reimbursement programs
- Training

SECTION C

DESCRIPTION OF JOB:

This position is located in the Region XX Equipment Shop. As an Equipment Mechanic III, you will inspect, diagnose, troubleshoot, and repair all equipment, primarily but not limited to heavy and specialized equipment, to ensure readiness and operational safety on a 24 hour a day, 7 days a week basis in all weather conditions.

Vehicles and equipment include, but are not limited to, 10-ton double axle snowplows, tractor-trailers, bulldozers, motor graders, paving machines and 15' mower tractors.

Major duties and responsibilities include, but are not limited to:

- Diagnose and repair vehicle and equipment malfunctions on all major systems including gas and diesel engines, transmissions, brake systems, differentials, drivelines, generators, rear-end assemblies, carburetors, and hydraulic, pneumatic, fuel, ignition, electrical and cooling systems;
- Work on vehicles and equipment such as: 10-ton double axle snowplows, tractor-trailers, front end loaders, motor graders, paving machines and 15' mower tractors;
- Diagnose, repair, rebuild and overhaul systems and parts; order parts and supplies; estimate the extent of repairs and associated costs and labor;
- Design, fabricate, machine and weld special-use parts and accessories;
- Conduct preventative maintenance inspections and safety checks; instruct operators in the use and care of vehicles and equipment;

- Prepare vehicles for exhaust emissions sampling and testing by performing air pollution control maintenance, inspection, repair, and diagnosis;
- Prioritize assignments and ensure maintenance shop is maintained in a clean, safe, and organized manner;
- Respond to emergencies and travel to remote locations in adverse weather and road conditions to perform all mechanical repairs on CDOT equipment;
- Inspect, diagnose, and repair computer-controlled equipment;
- Perform record keeping and documentation on all assigned units; prepare and audit work orders using SAP software; utilize spreadsheets for documentation and tracking;
- Use computers with various software applications for data input, records management, and e-mail in support of job assignment;
- Attend industry training to remain current on equipment and repair techniques as well as various general training sessions for CDOT;
- Provide training for field employees in various aspects of equipment maintenance, inspection, diagnostics and repair, including brake adjustment training;
- Other duties as assigned.

SECTION D

Work Environment:

- Expected work schedule is Monday through Friday, from 7 am to 3:30 pm
- May be required to respond to emergencies outside regular work hours and work overtime including weekends and holidays
- Some on-call time is required
- Must provide the supervisor with a telephone number where he/she can be reached for the purpose of responding to an emergency
- Required to lift up to 70 lbs
- Required to bend, kneel, climb in/out of trucks when maintaining and repairing equipment
- Required to use appropriate personal protective equipment
- Required to work with chemicals and cleaning products
- Required to operate CDOT vehicles
- Must be able to read, understand, follow, and give oral and written instructions in English
- Frequent travel during work day to perform field repairs, as well as to attend trainings and meetings
- May be required to work in extreme temperatures and weather conditions for long periods of time – hot and cold
- Exposure to loud noises
- Exposure to fumes, odors, gases, dusts, etc. that may affect breathing, eyes and skin
- Exposure to High Voltage (anything over 600V) and electrical shock
- Must be able to hear and communicate via cell phone and state radio to relay information and respond to field calls
- Due to locations of some of the equipment, must be physically able to work at 9-10,000 feet altitude
- Required to use computers to accomplish everyday work duties
- This position is required to have a Colorado Commercial Driver's License Class A or B with no restrictions on air brakes within 6 months of hire
- New employees are required to attend two weeks of maintenance training in Golden. Veteran CDOT employees are required to attend maintenance training one week out of each year at

Camp George West in Golden. During training, you will be provided with housing and meals.

SECTION E

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

This experience must be specifically documented on your application. **Additional information submitted after the closing date of this announcement will not be considered in the review of your application.**

- Four years of progressively responsible experience in automotive AND heavy equipment repair, that includes at least ONE year of experience with diagnosis and repair of heavy diesel equipment such as 10-ton double axle snowplows, tractor-trailers, bulldozers, motor graders, paving machines and/or 15' mower tractors, with current proficiency at the journey level.

Licensing Requirements: Must obtain a Colorado Commercial Driver's License (CDL) Type A or B with no restrictions on air brakes within six months of hire.

Substitution: Satisfactory completion of a formalized apprenticeship program, or higher level non-correspondence coursework from an accredited college or technical school, beyond high school, in automotive and diesel equipment mechanics or heavy equipment mechanics may be substituted for the required general experience.

Unofficial transcripts or a copy of your certificate of completion are required if substituting this education for experience and may be uploaded within your online application.

SECTION F

Stronger candidates will be those that demonstrate depth and breadth of skill and ability, through a combination of professional experience and formal training, to successfully perform the duties and responsibilities of this position.

The **Exceptional Applicant** will be an experienced Heavy Equipment Mechanic and will possess the proven ability or accomplishment in the following:

- Demonstrated success with the duties as listed in the Description of the Job section;
- Highest work/personal ethics and integrity;
- Extensive experience with troubleshooting, diagnosis, and repair of automotive and heavy duty diesel vehicles and equipment, up to 10 tons is highly desirable;
- Extensive experience designing and fabricating parts and special tools needed for unique and emergency situations;
- Medium/Heavy truck ASE Certifications in Diesel Engine, Drive Trains, Brakes, Suspension and Steering, Electrical/Electronic Systems, Heating, Ventilation and A/C is preferred;
- Effective interpersonal and relationship building skills;
- Effective oral communication and customer service skills;
- Strong attention to detail and accuracy;
- Strong reasoning, analytic thinking, troubleshooting and problem solving skills;

- Use of innovative approaches when performing repairs, with consideration for available resources, budget, time, efficiency, and safety;
- Flexibility in adapting to changing circumstances;
- Strong commitment to safety;
- Strong positive and can-do attitude;
- Self-starter and motivated to accomplish assigned tasks;
- Conscientious, organized, and reliable in maintaining the shop and completing assigned duties;
- Strong attention to technical detail and accuracy;
- Ability to quickly learn with minimal direction;
- Ability to adapt to changes in work assignments and environments;
- Ability to work effectively in both independent and team situations;
- Must have knowledge and know-how to use computers for vehicle diagnosing, data input, record keeping and email, and have the ability to quickly learn software.

SECTION G

Necessary Special Requirements: The following conditions must be met and maintained in order to be employed and/or continue employment at CDOT :

- Must pass the Commercial Driver's License (CDL) written exam to obtain CDL permit within 2 months of hire
- Must obtain a Colorado Commercial Driver's License (CDL) class A or B with no restrictions on air brakes within 6 months of hire
- Must pass a pre-employment medical physical exam and a controlled substance test (i.e. drug test)
- Must be willing to respond to emergencies outside regular work hours and work overtime including weekends and holidays
- Must be willing and physically able to work in extreme temperature and weather conditions for long periods of time.
- Must provide the supervisor with a telephone number where he/she can be reached for the purpose of responding to an emergency
- Must be able to read, understand and follow oral and written instructions in English
- Required to lift up to 70 lbs
- Required to bend, kneel, climb in/out of trucks when maintaining and repairing equipment
- Must be able to hear and communicate via cell phone and state radio to relay information and respond to field calls

SECTION H

Employment Screening

If an applicant reaches the finalist stage of the hiring process, the Colorado Department of Transportation may procure a consumer report and/or investigative consumer report on the applicant in connection with his/her application for employment purposes, as defined under the Fair Credit Reporting Act. These reports may be obtained at any time after receipt of the applicant's authorization. As part of the employment screening an applicant will be requested to disclose any differed judgments and convictions as well an explanation of the circumstances around any arrest or

conviction. In the event that a screening returns information that the applicant believes is not accurate, he or she will have an opportunity to dispute the information with "TC logiQ".

TC logiQ, a consumer reporting agency, will obtain the report for CDOT. Further information regarding TC logiQ, including its privacy policy, may be found online at www.TClogiQ.com. TC logiQ is located at 629 N. Weber St., Suite 7C, Colorado Springs, and can be reached at 877.825.6447.

The report may contain information bearing on the applicant's character, general reputation, personal characteristics, and mode of living. The information that may be included in the report includes: social security number trace, criminal records check, public court records checks, education records, and driving records checks. CDOT will only request credit reports insofar as they relate to the position for which the applicant is applying. The information contained in the report will be obtained from private and/or public record sources. The applicant will have the right, upon written request made within a reasonable time after receipt of a notice, to request disclosure of the nature and scope of any investigative consumer report.

SECTION I

SUPPLEMENTAL INFORMATION:

Applicant Checklist: Only complete applications submitted by the closing date for this announcement will be given consideration. Immediately after you submit your application you should receive an email that confirms that you successfully submitted an application for this position. If you do not, try submitting again until you receive the confirmation email. Be sure to also check your junk folder for email communications from the State of Colorado's website.

Complete Applications must include the following documents:

- 1) A complete CDOT Application for Announced Vacancy (please submit online using the link in this announcement)
- 2) A complete Supplemental Questionnaire (must submit online as part of your application)
- 3) To verify CDL Licensure: **A copy of your current (dated within the last 30 days of the announcement's open date) satisfactory Colorado Motor Vehicle Record (MVR)** that does not exceed the CDOT Driver record standards as listed above; ****NOTE : YOUR MOTOR VEHICLE RECORD MUST BE ISSUED BY THE COLORADO DEPARTMENT OF MOTOR VEHICLES****. Also, **all applicants participating in the assessment process do so at their own expense.**

The MVR and the HTF release need to be either attached to your on-line application or sent to:

Colorado Department of Transportation
Strategic Workforce Solutions
4201 E. Arkansas Ave. #290
Denver, CO 80222
Fax: 303-757-9081
Email: Amanda.Parkhurst-Strout@state.co.us

Only complete applications will be given consideration. Every effort must be made to submit transcripts by the announcement close date. Where unusual circumstances prevent timely acquisition of transcripts, they must be submitted within five business days of the announcement close date.

Resumes will not be accepted in lieu of a completed application, but may be used to supplement information to the application. Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

Former employees of the Colorado Department of Transportation System or any other State of Colorado Department or Agency, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on his/her application.

SECTION J

Transfer, Non-Disciplinary Demotion or Reinstatement:

If you believe that you are eligible to be considered as a transfer, non-disciplinary demotion or reinstatement to this vacancy, you must submit a completed application following the directions in this job announcement and you will be included in the selection process along with other qualified applicants. If you are the finalist for this position after the selection process, Human Resources will confirm your eligibility to be appointed as a transfer, non-disciplinary demotion or reinstatement applicant.

The Assessment Process: Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Part or all of the assessment for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. They may also use the application material to assess and rank applicants who meet the minimum requirements, to cut to a top group for additional assessment, or establish an eligible list for referral to the hiring manager for final consideration.

Be sure your application material specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the Major Duties, Education and Experience Requirements, and Exceptional Applicant sections as listed above. Upload additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions by the deadline for application may result in your application not being accepted for this position and may affect your inclusion as a qualified candidate in any of step of the selection process and placement on the eligible list.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SECTION K

ADA Accommodations: Any person with a disability as defined by the Americans with Disabilities Act (ADA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To receive the accommodation, the person making the request must present medical documentation that describes the disability which justifies the accommodation. Because it requires several days for CDOT to evaluate the request and prepare for the accommodation, it is essential for the person who believes he/she may need an accommodation to locate or obtain the documentation that he/she intends to submit well in advance of the assessment date. Failure to provide the medical documentation several days in advance of a comparative analysis could make it impossible for CDOT to prepare for and provide the requested accommodation.

To request a reasonable test accommodation for this assessment, please contact the Center for Human Resource Management at (303)757-9216 or the ADA Representative, Rose Estrada, at (303) 757-9211 or at Rose.Estrada@state.co.us, 4201 E. Arkansas Ave., Denver, CO 80222 several days before the assessment date.

YOU MUST BE A RESIDENT OF COLORADO TO APPLY. THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

APS (SAP #50001074/PCR #6213)

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

4201 E. Arkansas Ave., Human Resources, Denver, CO 80222; Fax 303-757-9081; Email: DOT_CDOT_Recruiting@state.co.us All application materials must be received by the closing date/time of this announcement. Please be sure to include the name and location of the position you are applying for on all application materials.

DEPARTMENT CONTACT INFORMATION:

Amanda.Parkhurst-Strout@state.co.us or 303-757-9685

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #HAA-50001074-04/14
HEAVY EQUIPMENT MECHANIC: PUEBLO
AP

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

SECTION L

Heavy Equipment Mechanic: Pueblo Supplemental Questionnaire

- * 1. Have you had any disciplinary actions in your work experience during the last 3 years? If so, please provide details of the action in the space below. If you have not had any disciplinary actions over the last 3 years, please state "none."
- * 2. Please confirm that you have either attached to your on-line application, faxed, emailed, uploaded, OR hand delivered to CDOT a copy of your current (dated within 30 days of the announcement's open date) Colorado Motor Vehicle Record (MVR) issued by the State of Colorado Division of Motor Vehicles as requested in the "Supplemental Information" section of the announcement.

Yes No

SECTION M

- * 3. **HEAVY EQUIPMENT MECHANIC EXPERIENCE** You must respond to all of the questions listed below, and your responses will be used to evaluate your application and your work experience. If you do not have experience in a particular area, write "N/A" in that section. Please include as much relevant detail as possible in each description of your experience. Read each question carefully and provide all the requested information. **DIESEL ENGINES:** Describe the work you have performed on diesel engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 4. **GASOLINE ENGINES:** Describe the work you have performed on gasoline engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 5. **TRANSMISSIONS:** Describe the type of transmission work you have performed; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 6. **BRAKE SYSTEMS:** Describe the type of work you have performed on brake systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 7. **ELECTRICAL SYSTEMS:** Describe the type of work you have performed on electrical systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 8. **HYDRAULIC SYSTEMS:** Describe the type of work you have performed on hydraulic systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

- * 9. IGNITION SYSTEMS: Describe the type of work you have performed on ignition systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
 - * 10. FUEL SYSTEMS: Describe the type of work you have performed on fuel systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * Required Question



Tab 6 – Sample NeoGov Emails



Sample NeoGov Emails

Automatic NeoGov email Application Submitted

Dear Michael A. Mechanic,

*Your application has been received by **State of Colorado** for the **Heavy Equipment Mechanic III** position at 10/26/2015 02:36 PM Mountain Time (US & Canada)*

Thank you for applying for employment with the State of Colorado. We have received your application. You will be receiving more information about the next stages of the process from the department to which you applied.

Application Received



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Dear Michael:

Thank you for applying for Heavy Equipment Mechanic III with the State of Colorado at Department of Transportation. We have received your application. We will follow up with you on the status of your application in the near future.

Sincerely,

Joe Peoples
Human Resources Department
Department of Transportation
State of Colorado

Met Minimum Qualifications



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Thank you for your interest in employment with the State of Colorado at Department of Transportation. We have received your application for the Heavy Equipment Mechanic III.

Your application demonstrates that you meet the minimum requirements as listed in the job announcement. You will be notified of the next step in the selection process.

Thank you for your time and interest in working for State of Colorado.

Sincerely,

*Joe Peoples
Human Resources Department
Department of Transportation
State of Colorado*

Did not Meet Minimum Qualifications



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Re: HAA-50001234-10/15

Dear Michael:

We are sorry to inform you that your application for Heavy Equipment Mechanic III with the Department of Transportation is no longer being considered because you did not meet the minimum qualifications for the position.

Please refer to the minimum qualification identified in the announcement for this position. The announcement may be accessed from your NeoGov account at www.colorado.gov/cojobs.

We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Sincerely,

*Joe Peoples
Human Resource Analyst
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us*

Structured Application Review FYI



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Re: HAA-50001234-10/15

Dear Michael:

Thank you for your interest in working for Department of Transportation in the position of Heavy Equipment Mechanic III.

The next phase of the comparative analysis process for this position will consist of a structured review of application materials that you submitted. This application review will identify a top group of applicants who will continue in the selection process.

If you are part of the top group of applicants, you will be invited to the next step in the comparative analysis process.

As soon as the structured application review is completed, I will send an e-mail to update you on your status.

Please check your e-mail for future correspondence regarding this position. If you have any questions, please let me know.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Oral Board Assessment FYI



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Thank you for your interest in the Heavy Equipment Mechanic III with the State of Colorado at Department of Transportation.

We have determined that the next phase in the comparative analysis process for this position will be an oral board panel. Once the panel has been scheduled, you will be notified regarding the exact date, time and location.

Please check your email for future correspondence regarding this position, if you have any questions, please let me know.

Sincerely,

*Joe Peoples
Human Resources Department
Department of Transportation
State of Colorado*

Oral Board Assessment Scheduling (Version A)



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Re: HAA-50001234-10/15

Dear Michael:

Thank you for applying for the position of Heavy Equipment Mechanic III with the Department of Transportation. As part of the selection process, you are being invited to participate in the comparative analysis process which is required for this position. During this component, a panel of subject matter experts will ask you a series of questions.

Your comparative analysis is scheduled for the following time and location:

Date: Thursday, November 5, 2015

Time: 7:40 AM to 3:30 PM

Location: Colorado Department of Transportation
4201 E. Arkansas Ave.
Denver, CO 80222

You must schedule your time slot no later than Tuesday, November 3rd by 5 pm. The time slots are scheduled on a first-come basis and once a time slot has been selected, it cannot be changed. If you do not schedule your time slot by this date, I will assume that you are no longer interested in this position.

PLEASE: Arrive promptly at your scheduled time slot for the oral board assessment to sign in and to fill out paperwork. Built into your time slot is 30 minutes for you to have an opportunity to review the questions and to prepare your responses before you appear in front of the panel members. You will then have 30 minutes to answer the questions.

Including the time required to sign in, to finish preparing your responses, and to then provide those responses to the panel members, the assessment will take approximately 1 hour and 20 minutes.

Please remember to bring your driver's license or picture ID in order to be admitted. You may bring a copy of the application materials that you submitted by the application deadline in order to refer to them when you are reviewing the questions and preparing for the comparative analysis. You may not use any other materials during this process.

If you require special accommodations because of a disability, it is your responsibility to notify me at least three (3) working days prior to the administration of the test.

Please contact me at joe.peoples@state.co.us or 303-757-9216 to schedule yourself for a time slot, or if you are no longer interested in the position and do not plan to attend the assessment. If you reach my voicemail, please leave me a message as to an approximate time. I will return all emails and voicemails in the order that I receive them.

Sincerely,

Joe Peoples
Human Resource Analyst

*Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Oral Board Assessment Scheduling (Version B)



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Re: HAA-50001234-10/15

Dear Michael:

Thank you for applying for the position of Heavy Equipment Mechanic III with the Department of Transportation. As you know, your application was sent to the region for further review and I am pleased to tell you that your application scored high enough to continue in the examination process.

As part of this, you are being invited to participate in the comparative analysis process which is required for this position. During this component, a panel of subject matter experts will ask you a series of questions.

Your comparative analysis is scheduled for the following time and location:

Date: Thursday, November 5, 2015
Time: 09:00 AM
Duration: 30 minutes
Location: Colorado Department of Transportation
4201 E. Arkansas Ave.
Denver, CO 80222

Please remember to bring your CDL driver's license in order to be admitted. If you require special testing accommodations because of a disability, it is your responsibility to notify me at least three (3) working days prior to the administration of the test.

Please contact me at joe.peoples@state.co.us or 303-757-9216 if you are no longer interested in the position and do not plan to attend the exam. Due to the nature of the exam and scheduling restrictions, it will not be possible to administer it on another date. Please note: Late arrivals may not be admitted.

FYI - you must arrive 50 minutes prior to your scheduled interview appt. to prepare Human Resource paperwork. Please ask for Steve Rogers who will be administering the exam. His telephone number is 303-757-9216.

Sincerely,

Joe Peoples
Human Resource Analyst
Human Resources Department
303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado

Did Not Pass Assessment



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Re: HAA-50003126-10/15

Dear Michael:

The comparative analysis for Heavy Equipment Mechanic III with the Department of Transportation has been completed. Your comparative analysis score did not place you in the top group which will proceed to the next stage of the selection process.

If you have any questions regarding this comparative analysis, please contact me at 303-757-9216.

Thank you for participating in the selection process. The time and effort you took to submit an application and attend the examination is appreciated. We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Sincerely,

*Joe Peoples
Human Resource Analyst
Human Resources Department
303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Referral Email



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

We are pleased to inform you that you are in final consideration for the position of Heavy Equipment Mechanic III in the Department of Transportation. Your application materials have been referred to the hiring manager for this position. THIS IS NOT A JOB OFFER. If you have not already been contacted, please contact:

*Steve Rogers
303-757-9216*

You must contact the person above within seven days of the date of this email in order to be considered. We encourage you to contact the above hiring manager as soon as possible. Please let me know of any change in your availability or contact information.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Eligible List Email (Not Referred)



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Re: HAA-50003126-10/15

Dear Michael:

The comparative analysis process for Heavy Equipment Mechanic III with the Department of Transportation has been completed. I am pleased to notify you that you have passed all of the required steps and will be placed on the eligible list for this position.

While you have been placed on the eligible list, you were not one of the top six candidates placed on the referral list for this position. The State of Colorado Constitution mandates that only the top six candidates on an eligible list may be referred (forwarded) to the hiring manager for final consideration for classified positions.

Your placement on the eligible list means that you may be contacted for future consideration if circumstances change.

If you have any questions, please contact me at joe.peoples@state.co.us or 303-757-9216.

Thank you for participating in the comparative analysis process for this position. The time and effort you took to submit an application and complete the comparative analysis process is appreciated. We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Not Selected



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Thank you for interviewing for the Heavy Equipment Mechanic III within Department of Transportation. We thank you for your interest in this position. At this time, the department has decided not to offer you the position.

We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Best Regards,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Duplicate Application



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Our records show that you have submitted more than one application for the position of Heavy Equipment Mechanic III within Department of Transportation. Given that you have submitted more than one application, only the most recent application submitted will be used. If you believe you have received this message in error, please contact me at 303-757-9216 or joe.peoples@state.co.us within five days of the date of this letter.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*



Tab 7 – HEM Application
Michael Mechanic

Contact Information -- Person ID: XXXXXX

Name: Michael A. Mechanic Address: 1234 Old Carburetor Way
Denver, Colorado 80222 US
Home Phone: 303-757-9216 Alternate Phone:
Email: ilovecars@yahoo.com Notification Preference: Email
Former Last Name: Month and Day of Birth: 01/01

Personal Information

Driver's License: Yes, Colorado , Class A
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? High School

Preferences

Preferred Salary:
Are you willing to relocate? Yes
Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day , Evening , Night ,
Weekends , On Call (as needed)

Objective

To obtain a position where my skills can be utilized in a way where i can advance my career as well as provide the department with my expertise.

Education

High School Did you graduate: Yes
Denver High School Highest Level Completed: 12
8/1996 - 5/1997 Did you receive a GED? No
Denver, Colorado Degree Received: High School Diploma

Work Experience

Senior Fleet Mechanic Hours worked per week: 40
3/2005 - 4/2014 Monthly Salary: \$0.00
Name of Supervisor: Jered Maupin - Light and
City of Radiator Springs Special Equipment Supervisor
1234 Main St. May we contact this employer? Yes
Radiator Springs, Colorado 80222
303-688-9271

Duties

Perform repairs and maintenance procedures on assigned emergency vehicles and equipment: inspects and certifies new specialized equipment: diagnose and repair electronic, suppressant pumping, fuel, hydraulic, and gearing system, as well as computerized systems including GPS and emergency communications equipment: performs system tune-ups, rebuilds, and repairs: Interpret blueprints and schematics of intricate equipment system: maintains vehicle history records, part inventory records and work schedules and task lists: respond to emergency service calls: Coordinate contracts with vendors on work not completed by the City: Maintain specialty equipment adhering to strict compliance requirements established for emergency apparatus

Reason for Leaving

Advance my career in a new facility

Fleet Mechanic

1/2001 - 3/2005

City of Radiator Springs
1234 Main St.
Radiator Springs, Colorado 80222
303-365-7160

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Paul Fox - Special Equipment Supervisor
May we contact this employer? Yes

Duties

Perform repairs and maintenance procedures on assigned emergency vehicles and equipment: inspects and certifies new specialized equipment: diagnose and repair electronic, suppressant pumping, fuel, hydraulic, and gearing system, as well as computerized systems including GPS and emergency communications equipment: performs system tune-ups, rebuilds, and repairs: Interpret blueprints and schematics of intricate equipment system: maintains vehicle history records, part inventory records and work schedules and task lists: respond to emergency service calls: Coordinate contracts with vendors on work not completed by the City: Maintain specialty equipment adhering to strict compliance requirements established for emergency apparatus

Reason for Leaving

To obtain a better position within this same facility

Fleet Service Worker

3/2000 - 12/2000

City of Radiator Springs
1234 Main St.
Radiator Springs, Colorado 80222
303-622-4892

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Matt Zuber - Heavy Equipment Supervisor
May we contact this employer? Yes

Duties

Performed preventative maintenance, Light mechanical and electrical work on heavy equipment. Work after hours on snow equipment keeping track of time, parts, and equipment info.

Reason for Leaving

Advance my education and career on specialized equipment

Mechanic

8/1997 - 3/2000

Temptations Auto Service
1 Colfax Ave
Denver, Colorado 80201
303-123-4567

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Harley Jones - Owner
May we contact this employer? Yes

Duties

Performed all preventative maintenance, major and minor repairs to small farm tractors, automobiles and light duty trucks

Reason for Leaving

To further my education and career in a larger facility

Clerk (Temp)

6/1997 - 8/1997

US Postal Service

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Mailman Bob - Supervisor
May we contact this employer? Yes

Commerce City, Colorado
303-555-1234

Duties

Loaded and unloaded small mail into automated machinery that sorts mail by zip code for place of origin.

Reason for Leaving

Temporary Position

Certificates and Licenses

Type: • MACS A/C Certified

Number: 123400

Issued by: MACS

Date Issued: 8 /2002 Date Expires:

Type: • Diesel Fleet Emission Certification

Number: 7001SC

Issued by: Colorado Department of Public Health and Environment

Date Issued: 3 /2001 Date Expires: 1 /2016

Type: Defensive Driving

Number: 123401

Issued by: National Safety Council City of Aurora

Date Issued: 9 /2013 Date Expires:

Type: ASE Master Medium/Heavy Truck
Technician

Number: ASE-1234-5678

Issued by: ASE

Date Issued: 1 /2001 Date Expires: 12 /2018

Type: ASE Automobile Technician

Number: ASE-12346-7788

Issued by: ASE

Date Issued: 1 /2012 Date Expires: 12 /2018

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Professional Memberships

From Jan 2001 to Present I have been a member of the Colorado Fire Mechanics Association

References

Professional

Professional
Maupin, Jered
303-688-9271

Professional
Fox, Paul
303-365-7160

Professional
Zuber, Matt
303-622-4892

Personal
Gaye, Marvin
303-999-4455

Resume

Text Resume

State of Colorado has chosen not to collect this information for this job posting.

Attachments

| Attachment | File Name | File Type | Created By |
|---------------------------|---------------------------|-----------|------------|
| license and med exam.jpeg | license and med exam.jpeg | License | Job Seeker |
| Mike's Resume 2014.doc | Mike's Resume 2014.doc | Resume | Job Seeker |
| heavy ase.jpeg | heavy ase.jpeg | Other | Job Seeker |
| light ase.jpeg | light ase.jpeg | Other | Job Seeker |
| driving rec.jpeg | driving rec.jpeg | Other | Job Seeker |

Agency-Wide Questions

1. Q: Are you a veteran? (If yes, please remember to attach your DD-214 to your application if you believe you're eligible for veteran's preference points).

A: No

2. Q: Are you a current State of Colorado classified employee?

A: No

3. Q: Are you a previous State of Colorado classified employee?

A: No

4. Q: Select the one (1) answer that best describes how you learned about this job opening.

A: State of Colorado (CO-Jobs) Website

5. Q: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging. Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb. A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be

submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

A: I affirm that I have read and understand my appeal rights as stated above.

-
6. Q: Under the Colorado Constitution, art. XII, sec. 15, qualified veterans and surviving spouses are eligible for preference when participating in the selection process for state job opportunities, other than for promotional opportunities. If you are an honorably discharged veteran, the spouse of a veteran unable to work due to a service connected disability, or the unremarried surviving spouse of a veteran who served on active duty in the United States Armed Forces during one of the periods for which the federal government awards veteran's preference, you may claim preference during the selection process for a position within the state personnel system. In order for us to determine your eligibility for veterans preference, you must attach a copy of a DD-214 form and other supporting documentation along with your application. Please indicate which of the following options best fits your veterans status:

A: I am not a Veteran.

Supplemental Questions

1. Q: AUTHORIZATION TO RELEASE DRIVING RECORDS INFORMATION: All positions within the Colorado Department of Transportation (CDOT) where the employee may at any time operate a state vehicle, operate their personal vehicle while on state business, or operate any vehicle on state property, require a driving records check as part of the selection process. In order to be considered for this position, your driving record must not meet or exceed the established application limits set forth by CDOT. These limits include: - Any DUI, DWAI convictions within the past 3 years (the 3 year timeframe is from date of conviction to date of initial application), - any hit and run accident within the past 3 years - 3 or more convictions of moving traffic violations within the past 12 months and/or -5 or more convictions of moving traffic violations within the past 5 years. -(Example: speeding, turning violations, driving actions following too closely, signaling violations, lane violations, right of way, etc.).

A: I attest that my driving record does not meet or exceed the number of violations and/or offenses listed above, and I am eligible to be considered for this position. I authorize CDOT to request and review my driving record as a condition of employment.

-
2. Q: Select the one (1) answer that best describes where you FIRST saw this job opening advertised. (Note: You probably applied on the State of Colorado website, but may have originally seen the job ad somewhere else)

A: State of Colorado Website

-
3. Q: If you answered "Other" when asked to select the one (1) answer that best describes where you FIRST saw this job opening advertised, please indicate where you first saw it. If this doesn't apply to you, type "N/A" in the box below.

A: N/A

-
4. Q: Have you had any disciplinary actions in your work experience during the last 3 years? If so, please provide details of the action in the space below. If you have not had any disciplinary actions over the last 3 years, please state "none."

A: None.

-
5. Q: Do you currently possess a Colorado Commercial Driver's License (CDL - Class A or B with no restrictions on air brakes? If yes, please provide the license number, if no please write n/a.]

A: Colorado

Class A

End:N

A copy of drivers license and D.O.T. med card is in attachments

6. Q: I understand this position will be expected to report to work during emergencies, including nights, weekends, and holidays as needed.

A: Yes

7. Q: You must respond to all of the questions listed below. Your responses may be reviewed and scored. If you do not have experience in a particular area, write "N/A" in that section. Please include as much relevant detail as possible in each description of your experience. Read each question carefully and provide all the requested information. DIESEL ENGINES: Describe the work you have performed on diesel engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: diagnose and replace oil coolers, egr components, injectors, compressors, water pumps and fixed turbos and variable geometry turbos, engine mounts, scheduled oil changes, preventative maintenance i have worked on 7.3l ford power strokes, GM 6.6l duramax Detroit diesel 6v and 8v 92 series, cummins m-11, isb, ism, isx, n-14, to include fire apparatus, fire rescue equipment, tandem trucks, snow plow trucks and equipment, john deer loaders graders misc equipment Onan diesel generators all equipment I worked on belongs to the City of radiator Springs vehicles Supervisors: Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive

8. Q: GASOLINE ENGINES: Describe the work you have performed on gasoline engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: Diagnose and replace oil coolers,scheduled oil changes, preventative maintenance, egr components, injectors, compressors, water pumps, intake manifolds, engine mounts, police cars, chevy and ford parks maintenance trucks, chevy, ford dodge under cover vehicles all makes and modles most 1 ton and smaller vehicles all city of radiator Springs vehicles Supervisors: Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive

9. Q: TRANSMISSIONS: Describe the type of transmission work you have performed; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: diagnose and replace shift solenoids and wiring, sensors, seals, tranny mounts scheduled oil changes, preventative maintenance Allison automatic 1000-4000 series, dump trucks/plow trucks, fire apparatus down to 3/4 ton pickups belonging to city of aurora Preventative maintenance on light vehicles from 1 ton and lighter Chevys fords dodge, foreign cars and trucks Supervisors: Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive

10. Q: BRAKE SYSTEMS: Describe the type of work you have performed on brake systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: replace and rebuild HD air disk brake systems, HD air drum systems, replace pads/shoes, rebuild calipers turn rotors with on-board lathe on fire apparatus and snow/dump trucks trailers replace and rebuild hydraulic brake systems disk and drum on heavy and light

equipment and trailers at City of Radiator Springs Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive

11. Q: ELECTRICAL SYSTEMS: Describe the type of work you have performed on electrical systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: diagnose and replace/repair short circuits, alternators, starters, trailer wiring, dept radios, gps systems, wiring in flashlights and misc fire fighting equipment, computer bases with charging and external antennas, wiring 12 volt to 24 volt system checking batteries and charging systems. On Fire equipment, plow trucks, light vehicles and heavy equipment at City of Radiator Springs Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive

12. Q: IGNITION SYSTEMS: Describe the type of work you have performed on ignition systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: diagnose and replace modules, wires, spark plugs, factory wiring, switches, sensors, glow plugs, and solenoids On fire equipment, snow plow/dump trucks, heavy equipment and light vehicles, gas and diesel equipment from City of Radiator Springs Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive

13. Q: FUEL SYSTEMS: Describe the type of work you have performed on fuel systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: diagnose and replace lines, pumps, filters, injectors. On both gas and diesels generators, Fire Apparatus, heavy equipment and light equipment from City of Radiator Springs supervisors Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive

14. Q: HYDRAULIC SYSTEMS: Describe the type of work you have performed on hydraulic systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: diagnose and repair/replace,make hoses, pump, tanks preventative maintenance on fire aerials, outriggers, hydraulic rescue tools, platform/bucket trucks, boom truck, dump trucks, automotive brake systems on all city equipment Fire apparatus, light equipment, loaders, tractors dump trucks and trailers. shop press and jacks/tools all equipment is from City of Radiator Springs supervisors Jered Maupin special (Fire) and light equipment 303-688-9271, lead mechanic special equipment (Fire Apparatus), Paul Fox 303-365-7160 Matt Zuber 303-622-4892 automotive



Tab 8 – HEM Application

Peter Cummins

HAA-50005555-09/26 - Heavy Equipment Mechanic

Contact Information -- Person ID: XXXXX

Name: PETER CUMMINS Address: 1234 S.DETROIT WAY
Denver, Colorado 80222 US
Home Phone: 303-555-8888 Alternate Phone:
Email: PeterCummins@gmail.com Notification Preference: Email
Former Last Name: Month and Day of Birth: 02/15

Personal Information

Driver's License: Yes, Colorado , 98-765-4321 , Class B CDL
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Technical College

Preferences

Preferred Salary:
Are you willing to relocate? No
Types of positions you will accept: Regular , Temporary
Types of work you will accept: Full Time , Part Time
Types of shifts you will accept: Day , Evening , Night , Weekends

Objective

Education

Professional

Best Automotive and Diesel College
1989 - 1991
Denver, Colorado

Did you graduate:
College Major/Minor: Automotive Mechanics
Degree Received: Professional

Graduate School

Excellence Technical School
9/1992 - 6/1994
Hartford, Connecticut

Did you graduate: Yes
College Major/Minor: Automotive Repair
Degree Received: Other

Work Experience

Lead Car/Bus Mechanic

12/1995 - 5/2012

Acme Rent A Car
Denver, Colorado 81234

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Duties

Lead Bus Mechanic (8yrs.) Lead Car Mechanic (10 yrs.)

Partnership with Robert Redford

9/1995 - 12/1995

Redford Cleaning Services
Hartford, Connecticut

Hours worked per week: 80
Monthly Salary: \$0.00
May we contact this employer?

Duties

General Cleaning Services. Find new clients and perform building cleaning services

Reason for Leaving

Partnership Desolved

"B" Mechanic
5/1990 - 9/1995

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Acme Rent A Car
Denver, Colorado

Duties

Oil Changes/Rotate wheels/Light Checks/ General Vehicle repair

Reason for Leaving

Begin Partnership with Friend

Line Mechanic
5/1983 - 5/1990

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Colorado Buick/GMC
Denver, Colorado

Duties

Buick/GMC

Product Sales and Mgr. Trainee
9/1980 - 6/1983

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Flying J Store
Manchester, New Hampshire

Duties

General Store duties, On hand and stock room product accounting, office accounting, ordering, sales, customer service, security, display set up.

Certificates and Licenses

Type: ASE

Number: ASE -4444-3333

Issued by: National Institute for Automotive Excellence

Date Issued: 4 /2010 Date Expires: 4 /2018

Type: ASE Master Truck Certification- expired

Number:

Issued by: ASE

Date Issued: 5/1999 Date Expires: 5/2008

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Honors & Awards

High School Degree. Trade School Degree. Major-Automotive Repair. Honor Student

References

Personal

Redford, Robert

303-555-1188

Personal

Smee, Mr.

720-789-6543

Professional

Concrete, Rock

Edgewater, Florida

386-789-1010

Resume

Text Resume

State of Colorado has chosen not to collect this information for this job posting.

Attachments

Agency-Wide Questions

1. Q: Are you a veteran? (If yes, please remember to attach your DD-214 to your application if you believe you're eligible for veteran's preference points).

A: No

2. Q: Are you a current State of Colorado classified employee?

A: No

3. Q: Are you a previous State of Colorado classified employee?

A: No

4. Q: Select the one (1) answer that best describes how you learned about this job opening.

A: State of Colorado (CO-Jobs) Website

5. Q: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging. Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb. A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

A: I affirm that I have read and understand my appeal rights as stated above.

6. Q: Under the Colorado Constitution, art. XII, sec. 15, qualified veterans and surviving spouses are eligible for preference when participating in the selection process for state job opportunities, other than for promotional opportunities. If you are an honorably discharged veteran, the spouse of a veteran unable to work due to a service connected disability, or the unremarried surviving spouse of a veteran who served on active duty in the United States Armed Forces during one of the periods for which the federal government awards veteran's preference, you may claim preference during the selection process for a position within the state personnel system. In order for us to determine your eligibility for veterans preference, you must attach a copy of a DD-214 form and other supporting documentation along with your application. Please indicate which of the following options best fits your veterans status:

A: I am not a Veteran.

Supplemental Questions

1. Q: AUTHORIZATION TO RELEASE DRIVING RECORDS INFORMATION: All positions within the Colorado Department of Transportation (CDOT) where the employee may at any time operate a state vehicle, operate their personal vehicle while on state business, or operate any vehicle on state property, require a driving records check as part of the selection process. In order to be considered for this position, your driving record must not meet or exceed the established application limits set forth by CDOT. These limits include: - Any DUI, DWAI convictions within the past 3 years (the 3 year timeframe is from date of conviction to date of initial application), - any hit and run accident within the past 3 years - 3 or more convictions of moving traffic violations within the past 12 months and/or -5 or more convictions of moving traffic violations within the past 5 years. -(Example: speeding, turning violations, driving actions following too closely, signaling violations, lane violations, right of way, etc.).

A: I attest that my driving record does not meet or exceed the number of violations and/or offenses listed above, and I am eligible to be considered for this position. I authorize CDOT to request and review my driving record as a condition of employment.

2. Q: Select the one (1) answer that best describes where you FIRST saw this job opening advertised. (Note: You probably applied on the State of Colorado website, but may have originally seen the job ad somewhere else)

A: State of Colorado Website

3. Q: If you answered "Other" when asked to select the one (1) answer that best describes where you FIRST saw this job opening advertised, please indicate where you first saw it. If this doesn't apply to you, type "N/A" in the box below.

A: N/A

4. Q: Have you had any disciplinary actions in your work experience during the last 3 years? If so, please provide details of the action in the space below. If you have not had any disciplinary actions over the last 3 years, please state "none."

A: None.

5. Q: Please confirm that you have either attached to your on-line application, faxed, emailed, uploaded, OR hand delivered to CDOT a copy of your current (dated within 30 days of the announcement's open date) Colorado Motor Vehicle Record (MVR) issued by the State of Colorado Division of Motor Vehicles as requested in the "Supplemental Information" section of the announcement.

A: No

6. Q: HEAVY EQUIPMENT MECHANIC EXPERIENCE You must respond to all of the questions listed below, and your responses will be used to evaluate your application and your work experience. If you do not have experience in a particular area, write "N/A" in that section.

Please include as much relevant detail as possible in each description of your experience. Read each question carefully and provide all the requested information. **DIESEL ENGINES:** Describe the work you have performed on diesel engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: I grew up on a farm with a John deer bull dozer, allis chalmers, ford, and massey fergussen tractors. I am able to attach PTO, buckets,tillers,spreader,plows. I have driven and repaired GMC 30ft. buses. Performed injector tune ups on 6v71n and 6v92 turbo detroit engines. Repaired air compressors,hvac systems,brakes,door controls, steering boxes and linkages, air suspension, windshield wipers,generators, intake engine blowers, radiator replacements, water pumps and preventative maintenance with wheel rotations. I performed Tow truck repairs, flat bed type, 3 car haulers, older style boom tow trucks. Monthly preventative maintenance. This was in the early 1980's. All older personel no longer works there

7. Q: **GASOLINE ENGINES:** Describe the work you have performed on gasoline engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: Fuel injection, electrical and electronic diagnosis and repair. preventative maintenance, brake service, power steering repairs, suspension repairs, audio system repairs, safety recall repair, service recalls, tire replacement and wheel balancing, engine performance repairs. Engine replacements. This work was performed at Acme Rent A Car. I no longer know anyone there.

8. Q: **TRANSMISSIONS:** Describe the type of transmission work you have performed; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: Transmission diagnosis and repair. transmission replacements. recall repairs, transmission line and cooler flushes

9. Q: **BRAKE SYSTEMS:** Describe the type of work you have performed on brake systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: Repair anti lock brakes systems. Bleed Hydraulic brakes system, replace single diaphragm on air brakes, replaced dual diaphragms air/spring brakes, brake shoe replacements, bearing packing on non lube oil bearings. Hydroboost brake. Acme Rent A Car. I longer know any supervisors or personel from Avis

10. Q: **ELECTRICAL SYSTEMS:** Describe the type of work you have performed on electrical systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: Battery, generator testing, belt replacements, generator drive shaft replacements. 24v and 12v generator replacement. I worked on Ford, GM, Dodge van conversions

11. Q: **HYDRAULIC SYSTEMS:** Describe the type of work you have performed on hydraulic systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: Power steering line replacements, power steering pump replacements, Hydroboost replacements, sensor repalcements, pump cooler replacements. Brake line forming and replacement, brake bleeding - anti lock style with scan tool. brake bleeding of standard base

brake systems. In garage at Acme Bell Rent A car

12. Q: IGNITION SYSTEMS: Describe the type of work you have performed on ignition systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: Tune ups, Spark plugs, spark plug wiring, Coil over plug replacements, HEI style, set point gaps, repair injector wiring

13. Q: FUEL SYSTEMS: Describe the type of work you have performed on fuel systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

A: I've dropped fuel tanks for gas and diesel vehicle. removed water and sand. diagnosed and repair fuel tank sensors. I've worked on high pressure mechanical and electric fuel pumps.



Tab 9 – Complete Application Tips

Complete Application Tips

Details, Details, Details

We cannot stress this enough. The number one priority for your application is to include as many details as possible. Remember, it is not permitted by State Personnel Rule to consider anything about your experience unless it is listed in your application. Don't be shy – claim the experience you have!

Demonstrate all of your Experience and Skills

Go back in your work history as far as possible to show the experience required. This may be different than you have heard for private sector positions. If you need to reference experience you have from more than ten years ago to meet the minimum qualifications, do it. If you don't put the information on your application, we can't consider it! We are not mind readers....

Be Concise

Don't ramble on – or write a book – but do include enough detail!

Use what is listed in the Job Announcement

Be sure to describe how you meet the announcement's minimum qualifications. Make sure this information can be easily found within your application. If you've done any of the listed job duties, include that. Use the same language when describing your experience. List the specific computer programs, i.e. not: create spreadsheets, instead use: create spreadsheets in MS Excel to track monthly expenditures.

Apply Online for State of Colorado Positions

We encourage you to apply online and you can do so from any computer with internet access. If you don't apply online, some pieces of the announcement, such as supplemental questions, may be inadvertently missed. We will not accept only a resume for any announcement.

Pay Attention to the Complete Application Checklist Portion of the Announcement

This will list everything you need to submit. Don't eliminate yourself from consideration because you didn't submit the required cover letter, certification, etc.

Remove Old Attachments from your Online Application

Remove your old attachments and add your new ones. You can copy a prior application that you submitted for a new announcement, just be sure to update it for the new position. Do not use the same cover letter for different jobs. You may want to rearrange, add or delete information from your resume depending on what is listed in the job announcement.

Draft your Application in Microsoft Word

If you don't have a prior application and the announcement isn't posted yet, you can always start drafting your work history in an MS Word document, and then cut/paste later. This is also helpful to catch spelling, grammar, and punctuation errors.

Consider Formatting

When typing up your application – break up the information so it's not one HUGE paragraph. Consider using bullets, or smaller paragraphs – make it EASY for readers to find and understand your work experience.

List all Positions Separately

If you've worked at a company for many years – don't lump it all into one job duty. List the different jobs out and describe your experience, so as to show the progression of job duties and responsibilities. List out the dates you held each position. Guesstimate as well as can be, or call HR and ask. A candidate has not worked for CDOT for all 20 years as a TM III.

Submit a Complete Application for the First Time

HR cannot accept any additional information about your work experience or skills after the announcement closes. So, make sure it's a complete package the first time!

Check the Application Close Date

Application deadlines can vary – so be sure to check this. Does the announcement close at 5:00 pm or 11:59 pm? Don't miss your chance!

Resume vs. Application

A resume is typically 1-2 pages and is more succinct. It is great at giving the highlights of your work experience. An application provides a lot more room to describe your work experience. So use the room!



Tab 10 – HEM Job Duties

Mechanical Job Duties Worksheet

| Minimal Job Duty Description | What do you need to do your Job? | Detailed Job Duty Description |
|---|--|---|
| <p>Diagnose, repair, replace, overhauling heavy equipment. Fabricate parts.</p> | <p><u>Software/Computer:</u> SAP Work orders, diagnostic programs, internet searches</p> <p><u>Tools:</u> Hand tools, engine hoists/jacks, air tools, lathe, mill machine, mig/tig welders, propylene torch</p> <p><u>Equipment:</u> Single/double axle dump trucks, tractor-trailers, loaders, motor graders, mowers; Cummins, Ford, and Detroit Diesel engines.</p> <p><u>Systems:</u> Brake, fuel, hydraulic, transmission, electrical, gas/diesel engines</p> <p><u>Rules/Regulations:</u> Federal Motor Carrier Safety Regulations, CDOT Procedures, Environmental regulations</p> <p><u>Customers:</u> Maintenance employees and supervisors</p> <p><u>Misc:</u> Manuals, Automotive Service Excellence (ASE) & heating, ventilation and air conditioning certifications (HVAC)</p> | <ul style="list-style-type: none"> • Diagnose, repair, rebuild and overhaul systems and parts, such as gas and diesel engines, transmissions, brakes, electrical, fuel and hydraulic systems, utilizing manuals, computer diagnostic programs, manufacturer websites, as well as Federal Motor Carrier Safety Regulations, CDOT Procedures, and equipment specifications. • Use hand tools, engine hoists/jacks, and air tools to work on vehicles and equipment such as: single and double axle dump trucks, tractor-trailers, loaders, motor graders, and mowers. Extensive experience on Ford and Detroit Diesel engines, some familiarity with Cummins engines. Use mig/tig welders and propylene torches, lathes, and mill machines to fabricate parts. • Process approximately 3-10 pieces of equipment each week, depending upon needed repairs. • Estimate the extent of repairs and associated costs and labor; order parts and supplies per CDOT Procurement procedures; update SAP work orders to accurately reflect all materials, time and equipment needed to complete the repair. • Explain clearly and in layman’s terms to customers what is wrong with the equipment, what is needed to fix it, and how long it will take; provide constructive and tactful feedback to equipment operators on the proper usage of equipment to prevent future failures. • Help other mechanics troubleshoot equipment malfunctions; share expertise on Ford and Detroit engines. • Prioritize own work to achieve shop’s goals; work efficiently to minimize turn-around time and return the equipment back to the road. • Responsible for troubleshooting and determining the “real” reason the equipment is not functioning, as well as identifying any other potential equipment problems. • Maintain current ASE certifications for medium/heavy trucks in Diesel Engines, Drive Trains, Brakes, Suspension and Steering, Electrical/Electronic System, HVAC. |

| | | |
|--|--|---|
| | | <ul style="list-style-type: none">• Responsible for maintaining cleanliness and safety of own work space each day; return all tools to proper locations; properly dispose of all fluids, broken equipment, and hazardous materials.• While working, always keep the safety of myself, the equipment operators, and the traveling public in mind. |
|--|--|---|



Tab 11 – Account Tech Job Duties

Account Tech Job Duty Worksheet

| Minimal Job Duty Description | What do you need to do your Job? | Detailed Job Duty Description |
|--|---|---|
| <p>Process invoices and employee expense reports for payment; reconcile accounts; forecast expenses; train new employees on correct accounting procedures.</p> | <p>Software: SAP, MS Word and Excel</p> <p>Tools: 10 key</p> <p>Equipment: N/A</p> <p>Systems: Accounts Payable (A/P), Accounts Receivable (A/R), grants, consultant payments, local agency payments, reconciliations, budget tracking, reporting, general ledger, auditing</p> <p>Rules/Regulations: Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), State Fiscal Rules, State Financial reporting, State Auditor requirements, contract provisions, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements, business law</p> <p>Customers: CDOT employees, vendors, consultants</p> <p>Misc: N/A</p> | <ul style="list-style-type: none"> Responsible for the monthly data entry and processing of approximately 200 utility bills, 30-40 consultant and 30 local entity A/P invoices, and employee expense reports in SAP; verify all invoices for correctness, completeness, compliance with contract provisions, FHWA, FTA, State Fiscal and Procurement rules, as well as within available budget. When errors are identified, determine best course to resolve the problem. Ensure all invoices are processed and paid within payment terms. Review all work to ensure accuracy, attention to detail, and adherence to all processes. Stay up-to-date on all SAP and invoice processing timeframes and deadlines; manage individual tasks and organize priorities to meet these requirements. Provide Procurement credit card administration, which includes maintaining account information, ensuring compliance of policy and procedures, reconciling accounts, reallocating funds and monitoring the online banking information. Reconcile accounts monthly using MS Excel and audit them for completed paperwork and correct controls. Research and respond to requests for information from HQ Accounting; fix any errors that are identified. Utilize knowledge of GAAP and GASB when performing all accounting job duties. Provide on-going, excellent customer service by phone, email, and walk-in to CDOT employees, vendors, and consultants. Be respectful and listen to each person's concerns and respond within 24 hours. Research missing invoices or payments. Train new employees and vendors on how to correctly complete their purchasing/accounting requests. Special Task: Served on HQ committee to review and rewrite A/P and A/R SAP procedures. Deliverables included: talked with various CDOT employees across the regions to identify issues; identified redundancies and assisted with writing sections of new procedures manual. Other job duties as assigned. |



Tab 12 – Job Duties Worksheet



Job Duty Worksheet

| Minimal Job Duty Description | What do you need to do your Job? | Detailed Job Duty Description |
|------------------------------|--|-------------------------------|
| | <p>Software:</p> <p>Tools:</p> <p>Equipment:</p> <p>Systems:</p> <p>Rules/Regulations</p> <p>Customers:</p> <p>Miscellaneous:</p> | |



Tab 13 – Interview Tips



Interview Tips

Before an Interview

| Do... | Don't... |
|--|---|
| Know how to get to the location/test drive the route beforehand. Leave enough time for weather and traffic. | Don't forget to look up directions. Don't depend only upon what Google/Siri/Mapquest to calculate the drive time and route. |
| Review job announcement. Do research on location and job expectations. | Don't come to the interview unprepared |
| Call to ask questions about procedures or processes (i.e. whether to bring resume packets, examples of work, recommendations, award letters, certifications, licenses) | Don't come to the interview unprepared |
| Practice talking out loud (either with a friend or by yourself) about your qualifications, your education, why do you want the job, why did you leave your past job, etc. Think about what questions might be asked. | Don't come to the interview unprepared |
| Print out any materials | Don't forget your materials |
| Prepare beforehand, but also give yourself a break and do something non-interview related that makes you happy/relaxed. Eat! Sleep! Prepare your interview clothes. | Don't get too stressed! |
| It may calm your anxiety to visualize a successful interview. Picture yourself in the interview room making a fantastic impression and try to vividly imagine the strong sense of positive confidence that you will feel. You'll get the best results if you combine the visual with the strong positive feeling and associate the two. It's a fast and easy way to focus your thoughts and get a burst of confidence. | Don't sabotage yourself! |

During an Interview

| Do... | Don't... |
|---|--|
| <p>Make sure to have a neat and well-groomed appearance. Wear professional/clean clothes, such as a tie, slacks, skirt, jacket, nice shoes, button-down ironed shirt, blouse, etc.</p> <p>Dressing professionally can give you confidence.</p> <p>Even if the job's daily attire is casual, dress professionally and show that you're taking the process seriously.</p> <p>HR will hear about candidates that dress poorly. HR does not hear about candidates that dress up too much.</p> | <p>Don't wear any of the following:</p> <ul style="list-style-type: none"> • Work clothes • Dirty clothes • Hats • Sunglasses • Excessive jewelry • Low-cut clothing • Strong perfume/cologne • Don't do anything distracting, such as: <ul style="list-style-type: none"> • Chew gum • Smoke cigarettes right before the interview |
| <p>Show up 5-10 minutes early</p> | <p>Don't show up late</p> |
| <p>Explain why you left your previous job professionally, no drama!</p> | <p>Don't talk negatively about former employers, supervisors, or co-workers. Ask personal questions Give personal information about yourself – stick to your professional experience</p> |
| <p>Keep in mind the minute you get to the location, your interview has started. Be considerate of everyone you interact with in the parking lot, hallways, everywhere!</p> | <p>Don't be rude to anyone you encounter – negative feedback always gets back to the hiring manager.</p> |
| <p>When you arrive for the interview or the assessment, verify who you will be meeting with.</p> | |
| <p>Smile, shake hands, introduce yourself and clearly pronounce your name. Remember to make eye contact with everyone in the room throughout the interview.</p> | <p>Don't mumble, speak to the floor, stare only at your notes, or fidget.</p> |

| | |
|--|--|
| Take time to think about your answer before responding – a few seconds of silence is ok. Speak clearly. Take a breath and stay calm! | Don't talk just for the sake of talking. Don't ramble. |
| <i>Thank the interviewers for their time before you leave. Ask when they expect to have made a decision.</i> | |

Tips on what to do if you are Nervous / How to Stay Calm

| Do... | Don't... |
|---|--|
| Take time to think about your answer before responding – a few seconds of silence is ok. Speak clearly. Take a breath and stay calm! | Don't ramble or say "um" all the time. |
| Be yourself – use your own voice. | Don't get stressed and speak too quickly, loudly, etc. |
| Make sure to fully listen to the question. Bring a pen/paper – if they are asking you the question, you can quickly jot down some notes to make sure you answer it all. | Don't begin thinking in your head about your response before the interviewers finish asking the question. |
| Sit up straight. | Don't fidget or lounge in the chair. |
| Understand that interviews are stressful for everyone. Accept the fact that mistakes will happen | Don't apologize for being stressed – that can stress you more! Everyone knows this, so it doesn't need to be stated. |
| Focus on your strengths and what you have to offer. | Don't talk negatively about yourself. Don't give them reasons to NOT select you! |
| Think positively and be confident – if you're being interviewed, it's for a good reason! | |

After an Interview

| Do... | Don't... |
|--|---|
| If you haven't heard by the date the interviewer said they'd make a decision, you can politely check in with them. | Don't be a pest and call/email too often. |
| Reflect upon how things went during the interview. Identify what went well and what are areas for improvement. | Don't dwell on things! |
| Once a final selection has been made, ask the hiring manager if they are willing to give you feedback. | Don't be rude, cynical, or sarcastic with the hiring manager if you are not selected for the position. You do not want to hurt your chances at a future position! |